

Schedule

SECTION 1.

Registration	Registration
Overview and Introduction	Course Description, Classroom Rules, Procedures Comments on Course Structure Writing, In-Class Exercises, Extended Writing Assignments, Providing Constructive Criticism, Plagiarism, Course Requirements
Part 1. Introduction to Reports and Report Writing	What Is an Appraisal Report? Types of Communication What Is the Goal of an Appraisal Report? What Is Required in a Written Appraisal Report? The Valuation Process and the Integration of the Components of a Narrative Report Recommended Format for a Narrative Appraisal Report Review Quiz MORNING BREAK
Part 2. Setting the Stage: Effective Communication in Narrative Appraisal Reports	Types of Communication Used in Appraisal Reports Effective Writing Avoiding Plagiarism Writing Tone Using Specialized or Technical Terms and Concepts Using Standardized Language, or Boilerplate, in Appraisal Reports Using Qualifying Statements or “Hedge” Language in Appraisal Reports Review Quiz MORNING BREAK

SECTION 1.

Part 3. Planning the Appraisal Report

Create an Outline or Other Organizational Structure
Organize, Analyze, and Conclude
Creating an Effective Report
Reporting Shortfalls That Diminish Credibility
Practice Test—Section 1
LUNCH

SECTION 2.

Part 4. Identification of the Appraisal Problem: Intended Use, Intended Users, and Property Rights Appraised

Identification of the Appraisal Problem
Identifying and Reporting the Intended Use and User(s)
Identifying the Property Rights Appraised
Using Punctuation to Add Precision to Appraisal Reports
Commas, Semicolons, and Colons
AFTERNOON BREAK

Part 5. Identification of the Appraisal Problem: Reporting the Scope of Work

Scope of Work and the Appraisal Report
Common Elements Included in the Scope of Work Discussion
Communicating the Scope of Work
Writing a Scope of Work Discussion
5.6 Extended Writing Assignment – Scope of Work
Review Quiz

SECTION 2.

Part 6. Identification of the Appraisal Problem: Property Identification and Description

Identification and Description of the Subject Property
Describing the Subject Property in a Narrative Appraisal Report
Describing the Subject Property: Identify, Anticipate, Prioritize
Describing the Subject Property: Case Study
Describing the Subject: Be Purposeful
Using Hyphens Correctly and Confidently
Review Quiz
AFTERNOON BREAK

Part 7. Data Presentation in Narrative Appraisal Reports: Text-based Description

Data Presentation in Narrative Appraisal Reports
Text-based vs Image-based Description
Paragraphs in Narrative Appraisal Reports
Parts of a Paragraph
Breaking the Rules: Implied Topic Sentences and Omitted Concluding Sentences
Effective Communication in Paragraphs
Conclusions for Narrative Appraisal Reports
Summary
7.6 Extended Writing Assignment – Property Description Paragraph
Practice Test—Section 2

SECTION 3.

Part 8. Data Presentation in Narrative Appraisal Reports: Image-based Description

Review/Evaluate 5.6 & 7.6 Extended Writing Assignments

MORNING BREAK

Image-based Content in Narrative Appraisal Reports

Using Image-based Content in Appraisal Reports

Guidelines for Using Numbers in Narrative Appraisal Reports

Choosing and Designing Graphics in an Appraisal Report

MORNING BREAK

Using Photographs and Other Non-Numerical Imagery in Appraisal Reports

Creating Bulleted Lists and Text Boxes

Summary: Effective Communication Using Graphics and Other Image-based Content

Practice Test – Section 3

LUNCH

SECTION 4.

Part 9. Reporting Highest and Best Use

Highest and Best Use Discussions
Effective Communication of Highest and Best Use Analysis
9.4 Extended Writing Assignment—Highest and Best Use
Analysis Discussion
AFTERNOON BREAK

Part 10. Reporting the Cost Approach

Presenting the Approaches to Value
Cost Approach – Basic Principles
Steps of the Cost Approach
Effective Communication of the Cost Approach: Describing
Comparable Data
10.5 Extended Writing Assignment – Describing a Land Sale
Comparable
AFTERNOON BREAK
Effective Communication of the Cost Approach: Clarifying
Complex Concepts
10.7 Extended Writing Assignment—Depreciation Analysis
Practice Exam – Section 4

SECTION 5.

Part 11. Review of Highest and Best Use and Cost Approach Writing Assignments

Review Practice Test—Section 4
Review/Evaluate 9.4, 10.5, and 10.7 Extended Writing Assignments
MORNING BREAK

Part 12. Reporting the Sales Comparison Approach

Sales Comparison Approach – Basic Principles
Reporting the Sales Comparison Approach
Effective Communication of the Sales Comparison Approach: Editing and Revising
MORNING BREAK
Effective Communication of the Sales Comparison Approach: Explaining the Derivation and Application of Quantitative Adjustments
Introduction to 12.6 Extended Writing Assignment—Explanation of Quantitative Adjustments
Practice Test – Section 5
LUNCH

SECTION 6.

Part 13. Reporting the Sales Comparison Approach, cont.

12.6 Extended Writing Assignment – Explanation of Quantitative Adjustments
AFTERNOON BREAK
Review /Evaluate 12.6 Extended Writing Assignment

Part 14. Reporting the income Capitalization Approach

Income Capitalization Approach – Basic Principles
Income Capitalization Methods
Steps in Direct Income Capitalization
AFTERNOON BREAK
Effective Communication of the Income Capitalization Approach: Reporting the Leasing Status of the Subject
14.4 Extended Writing Assignment – Reporting the Leasing Status of a Neighborhood Shopping Center
Practice Test—Section 6

SECTION 7.

Part 15. Writing Convincing Reconciliations	
	Review/Evaluate 14.4 Extended Writing Assignment
	MORNING BREAK
	The Reconciliation Process
	15.2 Extended Writing Assignment – Reconciling an Overall Capitalization Rate
	Review/Evaluate 15.2 Extended Writing Assignment
	Steps in the Final Reconciliation of Value
	Reporting the Final Reconciliation of Value
	Review Quiz
	MORNING BREAK
Part 16. Writing Effective Letters of Transmittal	
	Should Reports Contain a Letter of Transmittal?
	Purpose of a Letter of Transmittal
	Guidelines for a Letter of Transmittal
	Effective Communication of a Letter of Transmittal
	Review Quiz
Part 17. Other Information Appraisers Need to Know about Report Writing	
	Confidentiality in Appraisal Practice
	Certification
	Form Reports
	Letters of Engagement
	Final Checklist
	Review Quiz
	LUNCH

SECTION 8.

Part 18. Exam Content Review	
	Instructor Review—Preparing for the Exam
	Self-Study—Content Covered in the Course
	AFTERNOON BREAK
Exam	
	Exam Preparation
	Exam