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Overview

Course Description

Advanced Residential Report Writing/Part 2 is the second course in what is referred to as the 45-hour package. In the first course, *Advanced Residential Applications and Case Studies/Part 1*, you focused on the valuation analysis of a subject property. In this course, you will concentrate on writing the results of data analyzed in Part 1 so that the analysis conclusions are understandable and the final value opinion is convincing to the intended user.

This course provides instruction in writing narrative that could be incorporated in an appraisal report. For truly complex residential appraisal assignments, the narrative report is the best means of presenting the facts, analyses, and reasoning that support the conclusions. This is not a lecture class. Our time will be devoted to reviewing aspects of grammar and writing style that appraisers should be aware of, critiquing anonymous writing samples from the class, and writing eight assignments. By the end of the course, you will be able to apply a wide range of appraisal procedures to solve complex appraisal problems. In addition, you will be able to write with confidence as you explain and support your conclusions convincingly.

You will complete eight writing assignments based on sections of the valuation analysis you completed in *Advanced Residential Applications and Case Studies/Part 1*. Your aim is to create writing that could be used in an effective appraisal report for a specific subject property to help the client understand the procedures and analysis you used in the valuation. During each class session, you will draft, rewrite, and edit specific writing assignments. Practice tests that test grammatical and writing techniques are scattered throughout the course. In addition to submitting the eight writing assignments, you will take a multiple-choice examination, similar to the practice tests you have been taking, that focuses on effective communication.

Participants will earn 30 credit hours of qualifying education electives required by states for individuals seeking residential appraisal certification. Successful completion of this course, along with its Part 1 counterpart, is required for the Appraisal Institute SRA designation. Both Part 1 and Part 2 can be taken as an alternative to the Residential Demonstration Appraisal Report required for the SRA designation.

Learning Enhancements

The course has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, you will find a preview that begins each part. The preview includes a brief overview of the content, learning objectives to consider as you move through the content, and learning tips that will assist you in understanding the information you're about to encounter.

- **Learning Objectives.** Each learning objective covers essential information you need if you are to understand the concepts in the course. Look them over before the part begins so that you have a frame of reference as you move through the material. At the end of each part, reread the objectives. Are you able to do what is stated? If not, ask your instructor for help or review the concepts that you do not understand.
- **Writing assignments.** You will practice writing and gain valuable experience by completing eight writing assignments.
- **Critiques.** In-class, instructor-led critiques of writing samples will provide valuable insight into how to write in a convincing, logical manner.
- **Examples.** Supplementing the discussions, we've included examples to help you visualize and practice what you are learning.
- **Fill-in-the-blanks.** It is a proven fact that when you write something down, you are more apt to remember it. The course handbook has "missing" content in the outline that you will need to add in the space provided in your handbook as the instructor goes over the content.
- **Review.** Each part concludes with a review, which includes the learning objectives and key terms and concepts that have been covered. In addition, we have provided recommended readings from textbooks that will reinforce what you have learned in class.
- **Practice Tests.** Practice tests are included at the end of several sections. The questions on the practice tests are similar to the types of questions you might find on the exam. By completing these components, you can see whether you really know the information covered in the course.

Classroom Guidelines

To make the learning environment a positive experience for everyone attending, please follow these guidelines when class is in session:

- 100% attendance is required. No exceptions.
- Limit use of computers to classroom projects.
- Communicate with business associates during break time instead of class time.
- Put away reading materials such as newspapers and books that are not used in class.
- Silence cell phones.
- Please do not record the lectures. Recordings are not permitted.

- Refrain from ongoing conversations with those seated near you and other distracting behavior.

General Information

- **Calculators.** A financial calculator is required. The accepted model used in the course is the HP-12C. **Important Note.** Laptops, cellular phones, tablets, iPads, wearable technology (smart watch, Apple Watch, Google Glass, etc.), and other devices that can store data or connect to the Internet are **NOT** permitted during the exam. In addition, all watches, wallets, bags, and purses must be removed and stored out of reach prior to taking the exam.
- **Breaks.** There will be two 10-minute breaks during each half-day session unless noted otherwise by the course sponsor. The lunch break is one hour.
- **Attendance sheets** will be distributed during class to verify your attendance during each half-day session.
- **Certificates of completion** will be available for download after completion of the course, and attendance during the entire course is required.

Required Equipment

- **Laptop and flash drive.** A laptop computer and flash drive are required during class.
- **Software.** Your laptop must be loaded with the following software programs installed and operational:
 - Microsoft Word and Excel 365 (or other word processing and spreadsheet programs) **OR**
 - Form software with AI Reports® Form 100, Summary Appraisal Report – Residential **AND**
 - Adobe Acrobat Reader for converting files to PDFs

Recommended Texts

- *Residential Property Appraisal**
- Strunk, William and E. B. White, *The Elements of Style*, 4th ed. (text only) or Strunk, William, E. B. White, and Maira Kalman (illustrator), *The Elements of Style Illustrated*
- *The Dictionary of Real Estate Appraisal*, 7th ed.*
- Blankenship, Alan. *The Appraisal Writing Handbook*.

* **Note.** These textbooks will be very useful to you in the course.