

Apologizing

- 1. Decide if you need to apologize.**
- 2. Think about your choices:**
 - a. Say it out loud to the person.**
 - b. Write the person a note.**
- 3. Choose a good time and place.**
- 4. Carry out your best choice in a sincere way.**

Mistakes and Apologies

Person who makes the mistake

Person who receives the apology

Situation Cards

1. I broke my friend's toy.

2. I was walking around the corner and accidentally bumped into someone.

3. I walked past someone's desk and accidentally knocked the person's papers off.

4. I was angry and called someone a name.

5. I borrowed my brother's shirt and got a stain on it.

6. I am late to class.

7. I was in a hurry and took my sister's notebook instead of mine.

8. I borrowed a friend's book, and now I can't find it.

9. I was thinking of something else and didn't listen to the teacher's directions.

10. I needed a pencil, and I took a friend's without asking.

11. I overslept and I'm late to baby-sit.

12. I spilled soda pop on the rug.

When and to Whom?

Students _____ Date _____

Situation	When?	To whom?
1.		
2.		
3.		
4.		
Write your own situation		

Students _____ Date _____

Hallway

I accidentally bumped into someone, and the person dropped her books.

Main door

I accidentally let the door close behind me, and the door hit someone.

Bus

I was afraid I would miss the bus. I was in a hurry and tripped, toppling into someone.

Cafeteria

I accidentally dropped my tray, and my food got on a classmate's clothes.

Office

My teacher asked me to take a note to the office, but I lost it on the way.

Playground

I borrowed the class basketball and forgot to bring it back after recess.

Complete these apology sentences with the correct word.

1. Please _____ me for interrupting you. I didn't realise you were on the phone.
2. I can't believe I forgot your birthday. Please don't be _____ at me.
3. I'm so _____ I'm late. There was so much traffic!
4. Oh no, how _____ of me! Do you have a cloth so I can clean it?
5. We _____ for the train delay. We will get you to your destination as soon as possible.
6. I'm _____ but you are sitting in my seat.

1. Please forgive me for interrupting you. I didn't realise you were on the phone.
2. I can't believe I forgot your birthday. Please don't be mad at me.
3. I'm so sorry I'm late. There was so much traffic!
4. Oh no, how careless of me! Do you have a cloth so I can clean it?
5. We apologise for the train delay. We will get you to your destination as soon as possible.
6. I'm sorry but you are sitting in my seat.

Answers:

APOLOGIZING

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I'm sorry
I'm so/very sorry if I
I apologize for.....
Please accept my apologies for.....
I'm sorry to bother you
I'm sorry to interrupt you
I'm sorry I didn't mean that
Sorry to have kept you waiting

Accepting an apology

That's okay
That's all right
No Problem
Never mind
It doesn't matter
I accept your apology(apologies)
That's quite all right
Don't worry

Read the following dialogue:

Andy : Excuse me, Sir.
Teacher : Why are you so late, Andy?
Andy : I am very sorry, but I got a traffic jam.
Teacher : Really? You told me the same thing every time you came late.
Andy : But, Sir. I was really trapped in the traffic jam. I do apologize.
Teacher : Next time, please come earlier, otherwise you will miss the lesson.
Andy : Ok, sir. I promise!
Teacher : Good! Then you may have a seat.

Make conversations based on the situations below:

1. You had an appointment to meet your girl friend, but you were late because of the traffic jam
2. You have lost your friend's ticket to a concert.
3. You have let your friend copy your answers to the homework but all the answers were wrong
4. You borrowed a book from a friend a few days ago. You promised to give it back today, but you forgot to bring it. Your friend really needs the book because he is going to have a test tomorrow. Apologize him and offer the solution.