

How to Apologize

Step 1

WHAT ARE YOU SORRY FOR? (REMEMBER, BE SPECIFIC AND APOLOGIZE FOR WHAT YOU DID, NOT FOR HOW THE OTHER PERSON REACTED. FOR EXAMPLE: I AM SORRY I RIPPED YOUR BOOK.)

I AM SORRY FOR _____

Step 2

TELL THE OTHER PERSON WHY WHAT YOU DID WAS WRONG. IT IS IMPORTANT TO SAY WHY IT WAS WRONG FROM THEIR POINT OF VIEW, NOT BECAUSE YOU GOT CAUGHT OR GOT IN TROUBLE. FOR EXAMPLE: IT WAS WRONG BECAUSE IT MADE YOU FEEL REALLY SAD AND IT RUINED SOMETHING THAT YOU CARED ABOUT.

IT WAS WRONG BECAUSE _____

Step 3

TELL THE OTHER PERSON WHAT YOU WILL DO DIFFERENT NEXT TIME. REMEMBER TO BE SPECIFIC. FOR EXAMPLE: NEXT TIME I WILL BE MORE CAREFUL WHEN I AM READING YOUR BOOKS OR PLAYING WITH YOUR TOYS.

NEXT TIME I WILL _____

Step 4

ASK TO BE FORGIVEN. IT IS IMPORTANT TO ASK THE OTHER PERSON TO FORGIVE YOU. YOU CAN ALSO ASK IF THERE IS ANYTHING YOU CAN DO TO MAKE IT BETTER.

ASK FOR FORGIVENESS _____
