

## SKILL 25

# Apologizing

Activities included in this section relate to apologizing with sincerity and deciding when and with whom to apologize.

### Objective

To tell others in a sincere manner that you are sorry for doing something that caused a problem

### Skill Steps

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.

*Before conducting the activities, be sure students are able to see the **Apologizing** skill poster. As you do the activities, refer to the steps on the poster as needed.*

### Refining Skill Use

- **25.1 MATERIALS** — **Mistakes and Apologies** poster; **Apologizing Situation Cards**

Discuss how difficult it might be to apologize. Using the poster, talk about how a person might feel before apologizing (for example, anxious, afraid) as well as how a person might feel receiving the apology (for example, relieved, less upset, less angry). You may use the situation cards to prompt students in generating feelings.

- ▶ **25.2 MATERIALS** — Copies of the **Is It Sincere?** worksheet

Have students form groups of four or five, and give each group an *Is It Sincere?* worksheet. Explain that being sincere means not only feeling sorry, but also saying and doing things that demonstrate that you are sorry. Ask students to discuss the situations in their groups and decide if the words and actions suggest being sincerely sorry. If either words or actions do not, students should cross out the insincere part and write new words or actions that do. When the groups have finished, discuss their responses in the larger group.

- ▶ **25.3 MATERIALS** — **Apologizing Situation Cards**; copies of the **When and to Whom?** worksheet

Ask students to form groups of three or four. Give each group four situation cards and a copy of the *When and to Whom?* worksheet. Instruct the students to read their situation cards and decide and record when and to whom they would apologize. Ask the groups to come up with one situation on their own in which an apology would be important.

Ask each group to plan a role play using one or two situations of their choice (either from the situation cards or one they devised). When the groups have completed their planning, have them perform their role plays. Provide feedback regarding students' performance of skill steps.

## Generalization

- ▶ **25.4 MATERIALS** — **Apologizing Situation Cards**; paper and pencils; index cards

Ask each student to think of a situation in which it would be difficult to give an apology. Ask these students to write or draw the specific situation on a piece of paper. If students cannot think of a real-life situation, have them draw a situation card.

Have students form groups of three and select a main actor, coactor, and observer. Instruct the main actor to choose one of the group members to become the coactor and then role-play each student's situation, following the skill steps. The other group member becomes the observer and provides feedback to the main actor. Have the groups switch roles until all members of the group have had the opportunity to role-play the skill.

Distribute the blank index cards and instruct students to write the skill steps on the card. Ask students to try out the skill in real life, using the cards to help them remember the steps. Ask students to report back to you when they have used the skill in real life.

## Schoolwide Application

- ▶ **25.5 MATERIALS** — Copies of the **Apologizing in Our School** worksheet

Have the students form groups of three or four and give each group an Apologizing in Our School worksheet. Instruct students to read the situation in each school area and decide how they might apologize. Allow the groups to select one situation and plan a role play to illustrate it. Have the small groups conduct the role plays for the larger group. Provide groups with appropriate feedback on skill performance.

## School-Home Communication

- ▶ **25.6 MATERIALS** — Copies of the **Apologizing at Home Journal** page

Give each student a copy of the journal page. Instruct students to write about (or draw) a situation at home or in the neighborhood when they might need to apologize. Encourage students to follow through with their plans and write about the outcome on the journal page.

## Skill Sequence

Accepting Consequences (Skill 42) includes the option to apologize.

## **Skill 25: 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.**

Person who makes the mistake	Person who receives the apology

<p>1. I broke my friend's toy.</p> <p>SKILL 25: APOLOGIZING</p>	<p>2. I was walking around the corner and accidentally bumped into someone.</p> <p>SKILL 25: APOLOGIZING</p>
<p>3. I walked past someone's desk and accidentally knocked the person's papers off.</p> <p>SKILL 25: APOLOGIZING</p>	<p>4. I was angry and called someone a name.</p> <p>SKILL 25: APOLOGIZING</p>
<p>5. I borrowed my brother's shirt and got a stain on it.</p> <p>SKILL 25: APOLOGIZING</p>	<p>6. I am late to class.</p> <p>SKILL 25: APOLOGIZING</p>
<p>7. I was in a hurry and took my sister's notebook instead of mine.</p> <p>SKILL 25: APOLOGIZING</p>	<p>8. I borrowed a friend's book, and now I can't find it.</p> <p>SKILL 25: APOLOGIZING</p>
<p>9. I was thinking of something else and didn't listen to the teacher's directions.</p> <p>SKILL 25: APOLOGIZING</p>	<p>10. I needed a pencil, and I took a friend's without asking.</p> <p>SKILL 25: APOLOGIZING</p>
<p>11. I overslept and I'm late to baby-sit.</p> <p>SKILL 25: APOLOGIZING</p>	<p>12. I spilled soda pop on the rug.</p> <p>SKILL 25: APOLOGIZING</p>

Students \_\_\_\_\_ Date \_\_\_\_\_

1. Josie said she was sorry for breaking her mother's dish. She picked up the pieces and asked if she could glue it back together.  Words  Actions

**Would you change anything? If so, what?**

2. Matt said something hurtful to his friend. He said he was sorry and didn't mean it. Then he said mean things about his friend to someone else.

Words  Actions

**Would you change anything? If so, what?**

3. I borrowed a friend's library book, and now I can't find it. I told my friend I was sorry, but that because he checked out the book, it was his problem.

Words  Actions

**Would you change anything? If so, what?**

4. I overslept and was late to school, so I told my teacher I was sorry. That night, I made sure my alarm clock was set so I would wake up on time.

Words  Actions

**Would you change anything? If so, what?**

<p>1. I broke my friend's toy.</p> <p>SKILL 25: APOLOGIZING</p>	<p>2. I was walking around the corner and accidentally bumped into someone.</p> <p>SKILL 25: APOLOGIZING</p>
<p>3. I walked past someone's desk and accidentally knocked the person's papers off.</p> <p>SKILL 25: APOLOGIZING</p>	<p>4. I was angry and called someone a name.</p> <p>SKILL 25: APOLOGIZING</p>
<p>5. I borrowed my brother's shirt and got a stain on it.</p> <p>SKILL 25: APOLOGIZING</p>	<p>6. I am late to class.</p> <p>SKILL 25: APOLOGIZING</p>
<p>7. I was in a hurry and took my sister's notebook instead of mine.</p> <p>SKILL 25: APOLOGIZING</p>	<p>8. I borrowed a friend's book, and now I can't find it.</p> <p>SKILL 25: APOLOGIZING</p>
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<p>11. I overslept and I'm late to baby-sit.</p> <p>SKILL 25: APOLOGIZING</p>	<p>12. I spilled soda pop on the rug.</p> <p>SKILL 25: APOLOGIZING</p>



Students \_\_\_\_\_ Date \_\_\_\_\_

<b>Situation</b>	<b>When?</b>	<b>To whom?</b>
1.		
2.		
3.		
4.		
<b>Write your own situation</b>		

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.

Student \_\_\_\_\_ Date \_\_\_\_\_

**Apologizing**

SKILL 25

**Before using the skill**

What was my mistake?

Why should I apologize?

What steps will I follow?

- 1. Decide if I need to apologize.
- 2. Think about my choices.
- 3. Choose a good time and place.
- 4. Carry out my best choice in a sincere way.

**After using the skill**Did I follow the skill steps?     Yes     No

What did the other person do?