



Course: [Conflict and Apology](#)

Steps for Apologizing

1. **Expression of regret** - “I am sorry” - Expressing how you feel in light of the infraction
2. **Explanation of what went wrong**
3. **Acknowledgment of responsibility** - “I did it and I was wrong” - an acceptance of responsibility for your actions
4. **Declaration of repentance** - “I’ll try not to do it again”
5. **Offer of repair** - “What can I do to make it right?”
6. **Request for forgiveness** - “Will you please forgive me”

What are you regretful about? *How do you feel?*

What do you suppose went wrong?

What actions did you take to cause this? *Be specific.*

Write down your declaration of repentance. *Eg. “I won’t do it again!”*

What are you offering to do in order to repair this situation?

Write down your request for forgiveness. *Eg. “Will you please forgive me?”*