

Missed Deadline Answer Key

Sample Responses:

1. Riley missed an important deadline for a client presentation.
2. Ms. Grant was disappointed but listened when Riley took responsibility.
3. Riley admitted the mistake, explained what went wrong, and offered to fix it.
4. Riley learned that honesty and accountability build trust.
5. Taking responsibility helps others trust you and shows maturity.
6. Example: "I'm sorry I didn't finish my part on time. I'll get it done today and communicate better next time."

Teacher's Guide

Skill Focus: Encouraging accountability, workplace communication, and self-awareness when apologizing for mistakes.

Differentiation Tips:

- Read the story aloud and discuss each paragraph for comprehension support.
- Highlight emotion words (embarrassed, nervous, disappointed) to build emotional literacy.
- Provide sentence starters such as "I'm sorry for..." or "Next time I will..." for guided responses.

Engagement Ideas:

- Have students role-play a similar scenario to practice tone and body language in apologies.
- Facilitate a group discussion about why excuses often make apologies less effective.

Extension Activities:

- Ask students to write a journal reflection titled "A Time I Took Responsibility."
- Create a classroom "Apology in Action" board where students share examples of real or imagined situations showing how to make amends effectively.