



Name _____

Apology Contexts

Directions: Read each apology statement carefully. Write **A** for *Personal* or **B** for *Professional* in the blank before each statement to show which situation it fits best.

1. ____ "I'm sorry I forgot to text you back last night. I got caught up with homework."
2. ____ "I apologize for not replying to your email sooner. I'll respond with the report today."
3. ____ "I'm really sorry I borrowed your jacket and didn't ask first."
4. ____ "I'm sorry I missed the team meeting. I'll review the notes and update my part of the project."
5. ____ "I apologize for submitting my presentation late. It won't happen again."
6. ____ "I'm sorry I hurt your feelings with what I said at lunch."
7. ____ "I'm sorry I forgot your birthday. I'll make it up to you this weekend."
8. ____ "I'm sorry my tone sounded impatient in our call earlier. That wasn't my intention."
9. ____ "I'm sorry I spilled my drink on your notes during class."
10. ____ "I apologize for the delay in sending you the data. Thank you for your patience."
11. ____ "I'm sorry for miscommunication in the project timeline. Let's review the deadlines together."
12. ____ "I'm sorry I canceled our plans at the last minute."
13. ____ "I'm sorry I missed your message. Let's talk after school to catch up."
14. ____ "I apologize if my comments during the meeting came across as disrespectful."
15. ____ "I'm sorry I didn't listen when you were trying to talk to me."