

Name _____



Owning Mistakes

Directions: Read each apology below. Then describe what makes it strong or weak in terms of word choice, tone, and accountability.

1. "I'm sorry you feel that way. I didn't mean to make you upset."

Strengths: _____

Weaknesses: _____

2. "I'm really sorry for missing the group meeting yesterday. I should have told everyone I couldn't make it. I'll check the notes and catch up."

Strengths: _____

Weaknesses: _____

3. "I guess I'm sorry, but you were being unfair too."

Strengths: _____

Weaknesses: _____

4. "I'm sorry I broke your trust. I'll do better to keep my promises from now on."

Strengths: _____

Weaknesses: _____

5. "Sorry if what I said came across as rude."

Strengths: _____

Weaknesses: _____

6. "I'm sorry I forgot to send the report on time. I'll prioritize it next time to stay on schedule."

Strengths: _____

Weaknesses: _____

7. "I said sorry already. What else do you want?"

Strengths: _____

Weaknesses: _____