

Name _____

Making Amends Answer Key

Sample Response:

Dear Team,

I want to sincerely apologize for not turning in my part of the project on time. I understand that my mistake caused our group to lose points and created extra stress for everyone. I take full responsibility and will make sure this doesn't happen again. Next time, I'll communicate better and finish my work early so we can succeed together.

Sincerely,

Jordan

Teacher's Guide:

- **Differentiation Tips:** Provide sentence starters such as "I'm sorry for...", "I understand that...", and "Next time I will..." Offer models of short apology emails for students who need additional examples.
- **Engagement Ideas:** Pair students and have them role-play giving and receiving an apology, focusing on tone and body language. Discuss what makes an apology feel genuine.
- **Extension Activities:** Ask students to write a second version of their apology from the receiver's point of view, expressing how forgiveness or understanding might sound. Create a classroom "Respect Board" where students post kind ways to handle mistakes respectfully.