

"They should be ever ready to overlook each other's mistakes, apologize for harsh words they have uttered, forgive and forget." –Bahá'í Writings

ou're mad because I told the team you and Josh are fighting? Well sorrrr-ry. But it's true, isn't it? Don't be so sensitive."

If a friend gossiped about you, would that apology help? In any friendship, there will be times when something goes wrong. A real apology can do a lot to fix the problem. When giving an apology, try these four steps to be sincere.

1) "I'm sorry for \_\_\_\_\_." Explain exactly what you did wrong.

2) "It was wrong because \_\_\_\_\_." Explain why it was wrong, to show you understand.

3) "Next time, I'll \_\_\_\_\_." Say what you'll do differently in the future.

4) "Will you forgive me?" If the person needs to cool down, ask to talk later.

Whether you're giving an apology or forgiving someone, a respectful tone of voice and eye contact will show you mean it. You'll repair hurt feelings and build an even stronger friendship.

## YOU PROMISED TO MEET ME HERE VESTERDAY TO PRACTICE FOR OUR TOURNAMENT. I WAITED FOR AN HOUR. WHEN I WENT HOME, I SAW YOU RIDING BIKES WITH HANNAH. WHAT'S UP WITH THAT? WILL YOU FORGIVE ME?

How would you give a sincere apology in these two situations?

2 OH NO, MY MODEL FOR SCHOOL! YOU KNOW YOU'RE NOT SUPPOSED TO TOUCH MY STUFF WITHOUT ASKING! I'VE BEEN WORKING ON IT FOR WEEKS!	I'M SORRY FOR
	IT WAS WRONG BECAUSE
CORSERNAT	NEXT TIME, I'LL
	WILL YOU FORGIVE ME?

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