| **Example** |  | **Instructor Comments** | **Good or Bad? [select ☑ for good and 🗷 for bad ]** |  | **Reflect, what about this apology did I like or not like?** | **Rewrite this apology to reflect the components of the apology that you have learned** |
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| 1. I am sorry if I did anything wrong. I am sorry if you were offended. |  | This is a *conditional apology.* It falls short of a full apology by suggesting only that something *might* have happened.  <https://psychcentral.com/blog/love-matters/2018/06/the-top-12-fake-apologies-and-what-makes-for-an-authentic-apology#1> |  |  |  |  |
| 1. I am sorry you felt hurt. I am sorry you think I did something wrong. I am sorry you feel I am so bad. |  | This is a *blame-shifting apology.* It is no apology at all. Rather, it puts the onus on you as the problem.  <https://psychcentral.com/blog/love-matters/2018/06/the-top-12-fake-apologies-and-what-makes-for-an-authentic-apology#1> |  |  |  |  |
| 1. I am sorry, but most other people wouldn’t have overreacted like you did I am sorry, but other people thought it was funny I am sorry, but you started it I am sorry, but I couldn’t help it I am sorry, but there was truth to what I said I am sorry but, you can't expect perfection. |  | This *excuse-making apology* does nothing to heal the wounds caused.  <https://psychcentral.com/blog/love-matters/2018/06/the-top-12-fake-apologies-and-what-makes-for-an-authentic-apology#1> |  |  |  |  |
| 1. I was just kidding. I was just trying to help. I was only trying to calm you down. I was trying to get you to see the other side. I was just playing devil’s advocate. |  | This is a *justifying apology.* It seeks to argue that hurtful behavior was okay because it was harmless or for a good cause.  <https://psychcentral.com/blog/love-matters/2018/06/the-top-12-fake-apologies-and-what-makes-for-an-authentic-apology#1> |  |  |  |  |
| 1. I already said I was sorry I have apologized for that a million times. |  | This *deja-vu apology* cheapens whatever is said by implying that there is nothing left to apologize for.  <https://psychcentral.com/blog/love-matters/2018/06/the-top-12-fake-apologies-and-what-makes-for-an-authentic-apology#1> |  |  |  |  |
| 1. I know I shouldn't have done that. I know I probably should have asked you first. I know I can sometimes be a bull in a china shop. |  | This *whitewashing apology* is an effort to minimize what happened without owning any hurtful effects on you or others. The whitewash may seem self-effacing but on its own it contains no apology.  <https://psychcentral.com/blog/love-matters/2018/06/the-top-12-fake-apologies-and-what-makes-for-an-authentic-apology#1> |  |  |  | Taking over the meeting was not okay, I shouldn’t have done that. Before the meeting I should have asked you if I could present the projections instead of interrupting. That would have shown the respect that my actions were lacking. |
| 1. I am so sorry I had to cancel our dinner when you had already made it to the restaurant. I should have let you know in advance that I was having a long day and wouldn’t be able to be present with you. You deserve to be treated with more respect and I will ensure that I give you that next time. |  | Context: had to cancel plans at the last minute.  https://www.berkeleywellbeing.com/apologizing.html |  |  |  |  |
| 1. I am truly sorry for poking fun at you. Although it wasn’t my intention to hurt your feelings, I recognize that my words were hurtful. What can I do to make this better? |  | Context: took a joke too far  https://www.berkeleywellbeing.com/apologizing.html |  |  |  | Teasing you was wrong. I see this hurt your feelings and I was wrong. I will not do this again. |
| 1. I messed up when I was late to our meeting. I should have managed my time better, and I’ll make sure it doesn’t happen again |  | Acknowledge your mistake without making excuses or shifting blame to others. By doing so, you show the person you hurt that you’re willing to accept the consequences of your actions and that you’re committed to learning from the experience:   * Clearly state the mistake you made * Explain what you learned from the situation * Detail how you’ll prevent it from happening again in the future   https://status.net/articles/how-to-give-good-apology-examples/ |  |  |  |  |
| 1. I apologize for not following through on my commitment. I understand that my lack of follow-through hurt our team’s progress, and I will ensure to prioritize better moving forward. |  | Expressing genuine regret for your actions and acknowledging the impact of the hurt you caused. This shows the person you’ve hurt that you understand the consequences of your actions and care about their feelings:   * Validate their feelings and emotions * Explain how your actions impacted them * Offer a tangible plan for making amends or repairing the damage   https://status.net/articles/how-to-give-good-apology-examples/ |  |  |  |  |
| 1. I had no right to yell at you, you didn’t deserve it. I understand if you are upset and I want you to know that I will work hard to regain your trust and respect. |  | the apology does not always need to begin with “I’m sorry”  https://www.usatoday.com/story/life/health-wellness/2021/06/30/im-sorry-term-we-say-lot-heres-how-actually-apologize/7808762002/ |  |  |  |  |