

## **How To Apologize Skill Card 25**

### **[Relationship Skills & Healthy Relationships](#)**

See the “[How To Apologize](#)” Reading for what to avoid and essential skills when apologizing.

### **Examples of What to Say When Apologizing**

#### **When Inviting Them Into the Conversation:**

*“I would like to talk with you about what I said (or did or didn’t do). Is now a good time?”*

*“I want to start our conversation by apologizing for what I said (did, didn’t do). I’ve felt really bad (guilty, regretful) ever since I said (did, didn’t do). I wish I had apologized sooner.”*

#### **If You Sense That Someone Is Upset or Angry With You But Are Not Sure:**

*“Are you upset with me?”*

*“It seems like you are angry with me? Can you help me understand why?”*

*“I’m not sure I understand completely. Would you say some more about...?”*

*“Tell me about what led you to that conclusion.”*

#### **Use “I Statements When Apologizing:**

*“I am sorry”.*

*“I am sorry for what I said (did, didn’t do).”*

*“I so regret saying.... I am sorry”.*

*“I feel terrible about.... I apologize”.*

*“I should never have... I am so sorry.”*

### **Be Specific About What You Said Or Did Or Did Not Do**

*“ I should never have...”*

*“ I wish I would have...”*

*“I know I said... I shouldn't have said that. I was acting out of anger. I know that is no excuse. I am truly sorry.”*

*“I know I didn't...when I said I would.” I am sorry. In the future, I will do what I say I will do”.*

### **Say How You Will Be In The Future:**

*“In the future, I will....”.*

*“I understand how this is important to and in the future I will...”.*

### **End the Conversation on a Positive Note**

*“I appreciate you listening to me. I also want to say how important our relationship is to me (that you are in my life) and that I am truly sorry that I... and in the future I will...”*