



**Writing : Apologizing to a friend
(informal)**



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Explanation



Taking Responsibility:
In an apology, you admit that it was your fault and take responsibility for your actions. You don't blame others.
Example: "It was my mistake, and I should have been more organized."

Sometimes, it's helpful to explain why the mistake happened.
This helps the other person understand that it wasn't intentional, but it doesn't mean you are making excuses.
Example: "I got caught up with work and totally lost track of time."





Explanation



The main purpose of an apology is to say "sorry" for something you did that caused harm, disappointment, or upset. It shows that you feel bad about what happened and wish things were different.

Expressing Your Feelings:
You show that you care about your friend's feelings and how your actions affected them. This helps your friend see that you understand their emotions.
Example: "I feel really bad for letting you down."



The user Offering to Make It Right:
A good apology includes offering to fix the situation or make up for what happened. It shows that you want to repair the relationship and prevent it from happening again.
Example: "I would love to make it up to you by taking you out this weekend."
You can demonstrate on a projector or computer, or print the presentation and make it film

Ending on a Positive Note:
After apologizing, it's good to finish the letter by expressing hope that everything will be okay again. This helps keep the relationship strong.
Example: "I hope you can forgive me, and we can hang out soon!"
In summary, an apology to a friend is a way to acknowledge your mistake, show empathy for their feelings, and make amends. It helps repair the relationship and lets your friend know that you care about them.

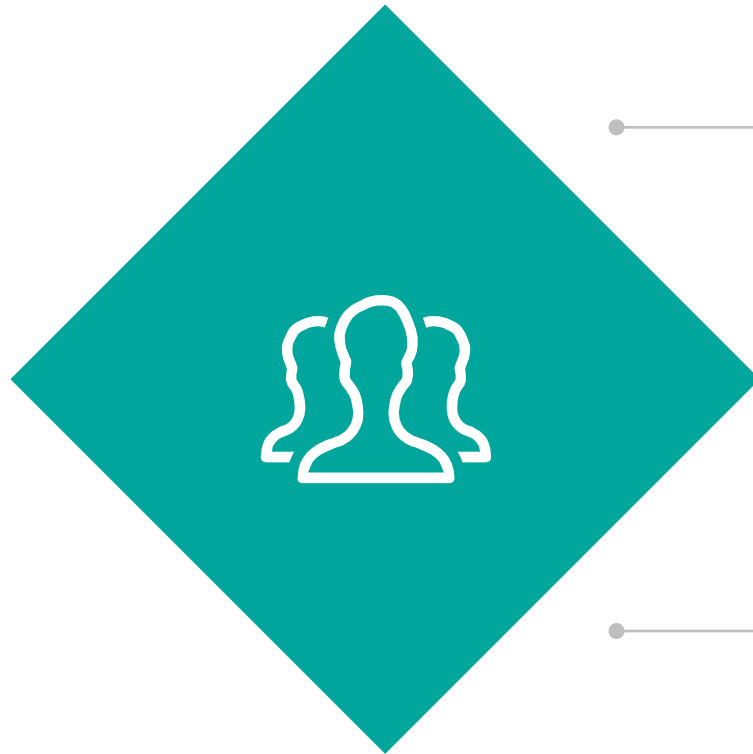
PART 02



Structure



Structure



Start with a friendly greeting:
Since you are writing to a friend, you can start with a casual greeting. Examples include:
"Dear [Friend's Name],"
"Hi [Friend's Name],"



Acknowledge the mistake:
Begin by saying sorry for the specific thing you did wrong. Be clear about what happened so that your friend understands what you are apologizing for.
"I'm really sorry for [what you did]."
"I want to apologize for [what happened]."



Explain why it happened (optional):
You can explain why the mistake happened, but remember to avoid making excuses. The goal is to help your friend understand the situation, not to blame others.
"I didn't mean to hurt your feelings, but I was upset and said some things I shouldn't have."
"I didn't realize how much my actions would affect you."



Structure



Express how you feel about it:

Show that you regret what happened and that you understand why your friend may be upset.

"I feel terrible about it, and I really hope you can forgive me."

"I regret making you feel bad, and I'll try to be more careful in the future."

End on a positive note:

Finish your letter with a positive or hopeful statement, expressing that you value the friendship.

"I hope we can move past this and continue to be great friends."

"I really miss hanging out, and I hope we can get together soon."



Offer to make it right:

It's important to show that you're willing to fix the situation. Offer a way to make up for what you did.

"If there's anything I can do to make it up to you, please let me know."

"I'd love to talk about it and make sure everything is okay again."

Close with a friendly ending:

Use a casual, friendly closing, like:

"Take care,"

"Looking forward to seeing you soon,"

"With love,"

PART 03



Example



Example



Dear Sarah,

I'm really sorry for what happened last week. I didn't mean to cancel our plans at the last minute, and I know you were looking forward to spending time together. I had a lot of work to do, and I got overwhelmed. I feel terrible about letting you down, and I hope you understand.

If there's anything I can do to make it up to you, please let me know. I really value our friendship, and I want to make things right. I hope we can meet soon to talk about it and have some fun like we always do.

Take care,
[Your Name]



Thank you for listening