



**Access English Centre
Immigrant Centre Manitoba
Activity Plan - Beginner
Daily Conversation Skills Part 4 -
How to Apologize
90 minutes**



Objective/Goal:

This activity requires the participants to work together to learn how to apologize when they have done something wrong, give an explanation and accept responsibility - **"I was sick yesterday... I missed the bus ... It's my fault I made a mistake." etc.** The frame sentences can be used as a guide for participants o practice while working with a partner.

Materials:

Participants need: a worksheet of new words and pictures, a matching game sheet, and flash cards.

Facilitator needs:

- whiteboard
- whiteboard markers

Procedure: Warm-up 15 min
Work-out 60 min
Cool-down 15 min

Procedure: An apology is an expression of regret for something you've done wrong, and occasionally serves as a request for forgiveness or a polite way to show your compassion to someone who needs comfort in difficult situations. Introduce commonly-used terms when saying **"I'm sorry."**

1. Warm - up Activity:

Before you begin, pre-teach the new words and phrases to the whole group. Write the key words on the whiteboard (or use the projector) then have participants repeat the words several times with you.

- | | | |
|-----------------------------------|--------------------------------|----------------|
| 1. interrupt | 2. mess up | 3. ruin |
| 4. hurt someone's feelings | 5. damage someone's car | |

Then lead the group to read aloud the sentences with you a few times such as **"I am very sorry. I am late. I missed my bus."** Make sure everybody follows your instructions before they do exercises on their own.

2. Work-out Activity:

On the whiteboard you write down the short dialogue:

Linda: *"You are very late, Mark. It is 2:00 o'clock now. Your class started at 1:30."*

Mark: *"I am very sorry. I worked over time today. It won't happen again."*

Activity one: After practising the dialogue a few times, ask the participants to work with their partners to practice the sample dialogue together a few times.

Activity two: Give each participant a picture of a situation, and then call on a volunteer to apologize for the situation. Make sure the participants understand the instruction. When the participants are clear on the activity, ask them to work with their partners on the situation cards.

Activity three: Group activity - Randomly select a few participants to come to the front to describe the picture they choose from the pile and say an apology.

3. Cool - Down:

Review the words and sentence structures with the whole group and play the memory game on the topic of Saying an Apology.

**“I am very sorry. I am late”
What do you say?**



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You are late for work.



You messed up your friend's desk.



**You need to interrupt your
boss.**



You ruined your sister's blanket.



You hurt your friend's feelings.



You damaged your friend's car.