

A Good Apology

Lesson 1

Write the first draft of your apology below, making sure to focus on the 4 elements:

- Accountability*
- Specificity*
- Empathy/understanding/validation*
- Remorse & commitment to change*

Write your draft here. It shouldn't be longer than this:

A Good Apology – Continued

Lesson 2

Review the specific words and phrases to USE and AVOID, then re-write your first draft below.

Try to use at least a couple of the recommended phrases in your apology.

Make sure you haven't used any of the phrases that should be avoided.

Check the length of your apology. If it's too long, remove everything that isn't necessary. If it's too short, have you included all the elements?

A Good Apology – Continued

Lesson 3

Review the common spoilers from Lesson 3 and remove any that appear in your apology.

Rewrite your apology below, if necessary.

If you're uncertain about something, feel free to ask a question in the Courses & Workshops forum at ReconnectionClub.com.

When you like what you've written below, post it in the Courses & Workshops forum for feedback.

Never send anything important without getting feedback first!