

APOLOGISING AND ACCEPTING APOLOGIES

A2-B1 | Functional language for saying sorry and responding kindly

1 Useful phrase patterns

Use these phrases to apologise for a mistake and accept an apology politely.

I'm sorry.

I'm sorry I am late.

I apologise for ...

I apologise for the mistake.

It was my fault.

It was my fault. I'm sorry.

I didn't mean to ...

I didn't mean to break it.

Please forgive me.

Please forgive me for forgetting.

That's OK.

That's OK. Don't worry.

Don't worry.

Don't worry. It happens.

No problem.

No problem. I understand.

2 Respond to the situations

Write one natural response for each situation. Try to use a range of phrases.

1. You arrive late to meet a friend.

2. You accidentally break a classmate's pen.

3. You forget to reply to an important message.

4. You spill a drink on a friend's book.

5. A colleague apologises for interrupting you.

6. A friend says sorry because they forgot your birthday.

7. Someone apologises for stepping on your foot.

8. A classmate apologises for using your notes without asking.

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A2-B1 | Suggested answers

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Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. I'm sorry I am late. The bus was delayed.

2. I apologise for breaking your pen. I will buy you a new one.

3. It was my fault. I forgot to reply to your message.

4. I didn't mean to spill my drink on your book. I'm sorry.

5. That's OK. What did you want to ask?

6. Thanks for saying sorry. Don't worry about it.

7. No problem. It didn't hurt.

8. That's OK, but please ask me next time.
