Apologising for Damaging or Losing Property

B1-PLUS · Functional English · WORKSHEET

Name: _____ Date: _____

1. Choose the best apology.

Choose the best apology.

1. You broke a friend’s phone:
   Choices: I’m so sorry. I dropped it by accident. I’ll pay for the repair. / It was not me. The phone was weak. / Sorry, bad luck.

   Answer: _____

2. You lost a borrowed book:
   Choices: I must have left it on the bus. I’ll buy you a new one. / I don’t know where the book is. Not my problem. / Books get lost.

   Answer: _____

3. Taking responsibility:
   Choices: It was my fault. I should have been more careful. / It was your fault for lending it. / It was nobody’s fault, it happened.

   Answer: _____

4. Offering to fix:
   Choices: How can I make it up to you? / What do you want now? / Stop being angry.

   Answer: _____

2. Complete the apology.

Write one word.

1. I’m really ___ about your jacket.

2. I ___ have left it on the train. I’m not sure.

3. It was my ___. I wasn’t paying attention.

4. Let me ___ it for you.

3. Write the apology.

Write an apology for something you broke or lost.

3. Write the apology. (continued)

1. Write the apology and what happened.

2. Take responsibility and offer a solution.

3. Ask how to make it up to them.