Apologies and giving bad news key words speaking game
Instructions for teachers

1. *Photocopy and cut up one pack of the cards for each group of 2-3 students. They deal out the cards and look at them, but preferably not show them to each other.*
2. *Set up roleplays that involve lots of apologies and giving bad news, such as a business meeting where everyone competes to give more bad news. To discard a card, the students must use a phrase with that word on it during the speaking activity. Phrases can only be used once, so if someone has already discarded the same card, they must make sure they then use a phrase which is at least a little different.*
3. *When the game has finished, get the students to brainstorm at least three phrases using each of the words on the cards, then check as a class and/or ask them to compare their ideas to the suggested answer sheet. Perhaps after testing each other on the phrases (filling in key words that their partner leaves out of phrases then brainstorming phrases for one key word with the help of their partner), they could then play the same game again, trying to use the phrases that they brainstormed and were given.*

Key words cards to cut up and deal out

accept	accept	accept
afraid	afraid	afraid
apologies	apologies	apologies
apologise	apologise	apologise
excuse	excuse	excuse
fault	fault	fault
forgive	forgive	forgive
regret	regret	regret
sorry	sorry	sorry

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Suggested phrases

Accept – Please accept my apologies./ I accept (full) responsibility./ I accept that I am to blame./I accept that it's my fault

Afraid – I'm afraid…/ I'm afraid I have some bad news.

Apologies – Please accept my sincere apologies (for…)/ Please accept my sincerest apologies (for…)

Apologise – I apologise (for…)/ I would like to apologise (for…)/ I must apologise for…/ I really must apologise for…/ I do apologise (for…)/ I apologize wholeheartedly (for…)/I apologise unreservedly (for…)/ I (would like to) apologise for any inconvenience caused.

Excuse (n/ v) – There is (really/ absolutely) no excuse for…/ Please excuse my behaviour/ Please excuse my thoughtlessness./ (Please) excuse me for…

Fault – It was my fault./ It was all my fault./ I accept that it's my fault./ I was at fault (for…)

Forgive – I don't know how you can ever forgive me./ Please forgive me (for…)/ You must forgive me (for…)/ I hope one day you can forgive me (for…)/ It's unforgivable, I know

Regret – I regret…/ I regret my actions./ I regret to inform you that…/ I would like to express my regret

Sorry – I'm really sorry./ I'm so sorry./ I'm sorry to announce that…/ I'm sorry, but…/ I'm sorry if…/ I really am so sorry./ I really am most terribly sorry./ I am sorry to have disappointed you./ I cannot express how sorry I am (for…)/ I'm sorry to say (that) .../ I'm sorry to tell you (that) .../ I am sorry to have to tell you that ...

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