



Facilitator Guide

Module 4: Four Parts of a Good Apology

[SQUINCH Curriculum](#)

[Module 4: Video](#)

[Survey link](#)

Goals:

Learn the four parts of a good apology

Practice writing a good apology

This module will introduce the elements of a sincere apology and guide the club members in writing their own.

During the meeting (Instructions given in the video)

- 1) Think of a time you hurt someone's feelings, either on purpose or accidentally. Write down in one sentence what happened, and we will return to this later.
- 2) Watch the video or discuss four parts of a good apology.
 - a. A good apology is heartfelt and authentic. You have to mean it. You have to decide to make an apology. You can't be forced, or it's much less meaningful.
 - b. A good apology takes an accurate account of your decisions and your actions that led to the other person's pain.
 - c. A good apology accounts for the impact of your actions on the harmed person. This is true empathy. Whenever possible, link the person's feelings to why. Why did they feel hurt? What is their story (if you know it)? This demonstrates that you understand the cause and effects of your actions and decisions.
 - d. A good apology shows your reflection on your actions and decisions. It lays out your plan to not cause harm to this person in the future.
- 3) Writing Prompt: Using the situation you brainstormed earlier, write an apology letter using the four points.

- 4) Pair up and read your letter to your partner. Give feedback.
- 5) Discuss as a group.
- 6) Ask club members to take out their phones and fill out our survey about the module.