



Quotes of the day

1) I'd rather **regret** the things I've done than regret the things I haven't done.
– Lucille Ball

2) Never **regret**.
If it's good, it's wonderful.
If it's bad, it's experience.
– Victoria Holt

MODULE 2

(1) PRONUNCIATION	Sound of /ə/ alarm /ə'la:(r)m/ apologise /ə'pɒlədʒaɪz/ appreciate /ə'pri:ʃi,eɪt/ amazed /ə'meɪzd/ acknowledge /ək'nɒlɪdʒ/ advantage /əd'vɑ:ntɪdʒ/ solution /sə'lu:ʃ(ə)n/ resolution /,rezə'lu:ʃ(ə)n/
(2) ARTICULATION	_____ or _____ _____ or _____
(3) COMMUNICATION	
Social English (SE)	How to say "sorry" How to respond
Expressing Emotions (EE)	Expressing Regrets
Corporate English (CE)	Apologising with Reasons



ACTION PLAN

*Refer to the lesson in **Expressing Emotions**

- 1) Write 3 regrets in your **Journal**.
- 2) With the 3 regrets, change the perspectives. Write what you are grateful for today.
- 3) Share your Gratitude

SONGS

- 1) I'm sorry by Richard Walters
- 2) I'm sorry by Brenda Lee

**COMMUNICATION : Social English****Part 1:****5 Ways to say "Sorry"**

Vocabulary	Application (Sentences)
1) forgive /fə(r)'gɪv/ (verb)	I'm sorry. Please forgive me. 对不起, 请原谅我
2) forgave = past tense of forgive	Don't worry. I forgave him.
3) forgiven = past participle verb of forgive	Don't worry. I have already forgiven him.
4) apologise (verb) apologize (verb) /ə'pɒlədʒaɪz/	I would like to apologise. 我要跟你道歉 It was not intentional. It was not done on purpose.
5) apology /ə'pɒlədʒi/ (noun) - many apologies	Please accept my apology. My apologies. <i>*Mostly used formally in business contexts. Used to decline an invitation or express regret at not being able to fulfil a request.</i>

**Part 2:****How to say "Sorry"****1) Using "Nouns"**

I'm sorry for _____

I apologise for _____

My apology for _____

My apology for _____

2) Using "Gerund"

I'm sorry for _____.

I'm sorry for _____.

I'm sorry for _____.

3) Using "Excuse me"

Excuse me. _____?

Excuse me. _____?

Part 3**How to Respond to "I'm Sorry"**

It's fine. It's okay. I _____.

You should be sorry, but I _____.

Oh well, I _____ you.

I accept your _____.

_____ **accepted**. Let's move on.

No worries. No problem. It is not a big deal.

That really hurts but please don't let it happen again.



COMMUNICATION : Expressing Emotions

Expressing Regrets

1) Using "I regret..."

I regret that _____

I regret what I _____

I regret not _____ (*Gerund*) enough _____ my parents.

2) Using "I wish..."

I wish I _____

I wish I _____

I wish I _____

3) Using "I should..."

I should _____

I should _____

I shouldn't have _____

5 Things NOT to be SORRY for...

- 1) Your past – Do not be the prison of your past
- 2) Other people's opinions and judgements
- 3) Limiting beliefs (projected on yourself)
- 4) Past relationships
- 5) Money

Have Mercy for yourself!



ACTION PLAN

- 1) Write 3 regrets in your "Gratitude Journal"
- 2) With the 3 regrets, change the perspectives. Write what you are grateful for
- 3) Share your Gratitude

**COMMUNICATION : Corporate English****Apologising with Reasons****Part 1 :****Apologising for being Late**

I'm sorry for _____

I'm sorry, I will be late.

I'm sorry, I will be 30 minutes late.

I'm sorry, I will be there in 20 minutes.

I'm sorry, I'm going to be 10 minutes late.

I shouldn't be too late but I want to inform you ahead of time.

Could we meet at (a later time/day)?

Would it be ok for us to meet at (a later time/day)?

Part 2 :**Apologising while Informing in Advance**

Hi, (name).

T _____

I'm stuck in the traffic.

The traffic was not good today.

M _____

I have just finished a meeting. I'm leaving now to meet you.

I'm still in a meeting. It is longer than I expected.

I had an appointment and it was longer than I expected.

The client in the previous meeting was late and everything was delayed.

T _____

I have to pick up some documents from the office.

I have to pick up (somebody) from the airport.

I have to drive (somebody) to the airport.

E _____

Hi, (name). I have an emergency.

Hi, (name). My wife/child is sick. I have to take her/him to the clinic.

My car broke down this morning. I have just managed to call a taxi