



LESSON

# 3

Healthy  
Communications Unit  
Grade 5 • Ages 10-12

## TIME FRAME

Preparation: 5 minutes  
Instruction: 30 minutes

## MATERIALS

RAK Journals

[Kindness Concept Posters](#) for  
Assertiveness, Compassion, Respect

## LEARNING STANDARDS

Common Core: CCSS.ELA-Literacy.  
SL.5.1, 2; CCSS.ELA-Literacy.W.5.3  
Colorado: Comprehensive Health  
S.3, GLE.1, EO.c; S.4, GLE.2, EO.a-d;  
Reading, Writing and Communicating  
S.1, GLE.2, EO.a,b; S.3, GLE.1, EO.a

[Learning standards key](#)

## Steps to Apologize

Students will identify ways to  
give a sincere apology.

## Lesson Background for Teachers

This lesson builds on previous lessons in this unit.

**Trigger warning:** Talking about situations where strong emotions arise can lead to students revealing personal information that might require follow-up by yourself or a school counselor. If a student reveals any worrisome information or reaction, please know your school protocol for providing support and resources.

Before class, find out the school policy about reporting a concern about a student's mental health to a school counselor or administrator.

Read about Rob Lewicki's research on apology. <https://news.osu.edu/news/2016/04/12/effective-apology/>

## Key Terms for Students

Consider writing key terms on the board before class to introduce vocabulary and increase understanding.

**ASSERTIVENESS** Standing up for yourself and what you believe  
in while being respectful of others.

**COMPASSION** Being aware when others are sick, sad,  
or hurt and wanting to help.

**RESPECT** Treating people, places, and things with kindness.

**APOLOGY** An expression of regret for having done or said something.

## TIPS FOR DIVERSE LEARNERS

Students might benefit from:

- Give students a copy of the four steps to apologize for reference.
- Have students partner with someone who can explain the scenario.
- Have students respond or write in their journals about the scenarios to reinforce learning.

RAK lessons teach kindness skills through a step-by-step framework of **Inspire, Empower, Act** and **Share**.

However, each lesson starts with the **Share** step to reinforce learning from previous lessons.



The RAK paradigm is the framework for teaching and building kindness skills.



## Resources

Kid's Health: <http://kidshealth.org/en/kids/sorry.html>

### Share (3 mins)

As a class, list as many ways as you can think of to say I'm sorry.

### Inspire

#### Steps to Apologize (10 mins)

*Everyone makes mistakes. Adults, kids, leaders, everyone. Sometimes we immediately feel sorry for our actions or words, sometimes it takes awhile and sometimes we never get there, but when we realize we have done something wrong, it's important to make amends with the person we've wronged. Today we are going to learn some steps to a sincere **apology**.*

*Raise your hand if you ever had someone give you an insincere **apology**? Someone who just said "Sorry!" but you knew they didn't mean it? How did that feel? If an **apology** is made too soon, sometimes the person giving the **apology** isn't ready to apologize yet. Apologies should be sincere and from the heart.*

*Write the 4 steps to Apologizing on the board:*

- Realize you did wrong.
- Sincerely apologize.
- Explain yourself.
- Make future plans.

*There are 4 steps to apologizing. The first step begins with you.*

*1. Realize you need to apologize. This can take a little while. If you're not ready and someone tells you to apologize, it's OK to say something like, "I'm still really mad and I'm not ready to apologize yet. Can we talk about this after I calm down?"*

*2. Admit you were wrong and give a sincere **apology**. Look the person in the eye. Say specifically what you did wrong. Be as honest as you can.*

*3. Explain why you acted the way you did. If you made a mistake, explain why. Everyone makes mistakes. Maybe you were mad, having a bad day because of something that happened at home, really tired, just let someone know what happened.*

*4. Make plans to make it right. This can be as general as, I will try not to do that again or as specific as, let me make it up to you by getting you a new binder like the one I spilled water on.*



## Empower

### Apology Role-Plays (10 mins)

Invite students to come up to the front of the class and act out an apology using the four steps. Use some of the scenarios below or make up ones that are more specific to your students. You do not need to have them act out the disagreement, only the apology.

Scenario 1: Two students are having an argument about which sports team is better. One person says the other person is dumb for thinking that their team is better.

Scenario 2: A teacher gets upset with a student because they don't have the work done that was due that day. The student wasn't able to get the work done because someone in their family got sick.

Scenario 3: Two students are walking past each other and one accidentally knocks into the other.

Scenario 4: Two close friends are talking about something very personal. The first friend asks the second not to say anything to anyone else. The second friend tells someone else.

#### Discussion:

- Were there any situations where both people needed to apologize?
- In some situations, it was accidental, but in other situations it was deliberate. How might the apologies sound the same or different?
- If you apologize to someone, and they don't accept your apology right away, is that ok or not ok? Why might they not accept your apology right away? (This is a good question to transition into the next lesson on forgiveness).

### Wrap Up (5 mins)

To gauge understanding of the material, choose from either the evaluation or reflection questions as discussion, writing or journal prompts. Consider providing additional time for deeper evaluation and reflection as needed.

#### Evaluation Questions

- What is an apology?
- What are the steps to apologizing?
- How do apologies show respect?

#### Reflection Questions

- Is it always important to apologize if you do something wrong? Why or why not?
- How do you feel when you get a sincere apology from someone? How do you feel when you give one?
- Is it OK to ask someone to apologize to you? Why or why not?

#### Summary

*Apologizing is an act of kindness to yourself and others. When we make a sincere apology, using the four steps of apologizing, we are mending our relationship with someone and that makes our future relationships stronger! A person may not accept your apology right away because it takes them a while for the hurt to go away. That's okay. The important thing is that you apologized and that they know you are sorry.*





## Act (2 mins)

### Kindness Minute

*Think of someone you never apologized to in the past. Write a quick note to them. Even if you don't have a chance to give it to that person, you will have good practice for next time. Apologizing to others is the right thing to do if we hurt them or don't treat them with respect. Writing an apology note can also help you start to forgive yourself for what you have done*

### Kindness in Action

Complete the Home Extension Activity.



# Home Extension Activity

NAME

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PLEASE RETURN BY

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## Background

As part of the Random Acts of Kindness program, we have been talking in class about what it means to communicate in a positive, assertive way and how to show forgiveness.

## Vocabulary Words

**ASSERTIVENESS** Standing up for yourself and what you believe without upsetting others.

**COMPASSION** Caring about someone else's feelings and offering to help that person.

## Instructions

Review the vocabulary words above. Then ask your student about the difference between aggressive, passive and assertive communication. Then discuss the following questions and write (or have your student write) responses below or on the back and return to school by the date shown:

How can we communicate in a positive way?

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How can we be forgiving toward each other?

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What are some steps that we can take to communicate in a more positive way?

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