Apology Speech outline

1. There are many different types of speeches for many different occasions.
2. For example, there are tribute speeches, presentation speeches, acceptance speeches, informative speeches and persuasive speeches.
3. Each of these speeches is for a specific occasion.
4. The speech we will look at today is to express remorse and attempt to gain forgiveness from someone who the speaker has offended or hurt in some way.
5. Today we will be focusing on apology speeches.
6. There have been many famous apology speeches over the years. Many will remember Bill Clinton’s apology to the nation, and Tiger Woods’ speech, both in regards to some type of affair or inappropriate behavior.
7. Some of the famous speeches given on television have been less than par.
8. In order to help you give a proper apology if ever necessary, we will describe an apology speech and demonstrate how one should be given.

Transition: We will now teach you what an apology speech should consist of.

1. What is an apology?
2. . Definition
3. According to Dictionary.com and apology is “a written or spoken expression of one's regret, remorse, or sorrow for having insulted, failed, injured, or wronged another.” ("Dictionary.com")
4. Description of an apology speech. Proper apology speeches have three parts ("Reaching Out & Touching Hearts").
5. Each one of these parts are equally important, and if the speech is missing one of these then it will be incomplete and sound insincere.
6. Parts of an apology speech
7. First the person giving the speech must explicitly say they are sorry to the person(s) they offended.
8. This shows that they realize their mistake they are remorseful for their actions.
9. The person apologizing must then admit the mistakes by clearly explaining what they did wrong.
10. This shows the person offended that they know what they did wrong and will try not to do it again.
11. They acknowledge the offense and take responsibility. They do not try to push the blame off of themselves.
12. The final part of an apology speech is offering to make it right.
13. The offender must offer some type of reparations for the harm they caused.

Transition: We will now demonstrate an apology speech.

1. Justin Bieber speech
2. I’m sorry.
3. I am truly sorry to all of those who I have hurt in any way with my striking good looks and angelic voice. I am also sorry for anyone injured in the mass stampedes of pre teen girls who flock to my concerts, and any boys whose girlfriends love me more than them.
4. Acknowledge the offense
5. I realize how my appearance and musical skills have caused adverse affects to much of the population.
6. I also realize that in my selfish efforts to become wildly popular and internationally famous I have trampled others in my climb to the top of society. I have made many mistakes and wish to try to correct them.
7. Making it right
8. In an attempt to stop my harm to people affected by me, I have decided to shave off all of my luscious hair and stop all public appearances and concerts to prevent injury to my fans.
9. I realize I could never repay those hurt by my hotness and my beautiful voice, but hopefully they will accept my apology and consider forgiving me for my selfish actions.
10. I have also decided to equally divide my millions of dollars among all of those I have harmed. I will live with my parents and go back to my old life as a normal boy, flying under the public radar.
11. Hopefully these reparations will at least begin to heal the emotional and physical damage I have inflicted with my talent and good looks.

Transition: Now that you know the parts of an apology speech and have seen an example of one, let’s recap.

1. Conclusion
2. Everyone makes mistakes so when you need to make a sincere apology, be sure to include all three parts.
3. Saying sorry
4. Admitting your mistakes.
5. If you do not want to make the same mistake as Bill Clinton and other famous people, always remember to acknowledge the fact that you were wrong.
6. Offering to make it right
7. In our example Justin Bieber said sorry, acknowledged his mistakes, and offered reparations.
8. Now this was just a fictional apology speech that was meant to be humorous, but true apology speeches should be 100% sincere and are meant to be taken seriously.
9. The speaker must truly express regret for their actions and make an effort to correct his or her mistake.
10. Including these three elements and being sincere in the apology is the best way to earn forgiveness and regain trust from the person you offended.

Bibliography

1. "Apology." *Dictionary.com*. N.p., 2011. Web. 29 Nov 2011.
2. "A TRUE APOLOGY HAS 3 PARTS…..." *Reaching Out & Touching Hearts*. N.p., 2011. Web. 29 Nov 2011.