Speech Outline for Workplace Apology
I. Introduction
 A. Brief greeting
 B. State the purpose of the speech - to apologize
II. Acknowledgment of the Issue
 A. Clearly describe the mistake or oversight
 B. Acknowledge the impact it had on the team or project
III. Accepting Responsibility
 A. Accept full responsibility for the mistake
 B. Avoid shifting blame to others
IV. Expressing Sincere Apology
 A. Offer a clear and genuine apology
 B. State regret for any inconvenience caused
V. Corrective Actions
 A. Outline steps taken to rectify the error
 B. Describe measures to prevent future occurrences
VI. Commitment to Improvement
 A. Express dedication to learning from the mistake
 B. Highlight any changes in process or behavior
VII. Conclusion
 A. Reiterate apology and appreciation for understanding
 B. Invite further discussion if necessary