

****Outline for Apology Speech in Emotional-Reflection Tone****

1. **Introduction**

- Acknowledge the audience
- Briefly mention the purpose of the speech

2. **Expression of Regret**

- Clearly state the specific action or behavior being apologized for
- Use sincere and heartfelt language

3. **Reflection on Impact**

- Discuss how your actions affected others
- Share your feelings about the situation

4. **Taking Responsibility**

- Emphasize personal accountability
- Avoid placing blame on others

5. **Lessons Learned**

- Reflect on what you have learned from the experience
- Explain how this has changed your perspective

6. **Commitment to Change**

- Outline steps you plan to take to avoid repeating the mistake
- Promise consistent and positive behavioral changes

7. **Seeking Forgiveness**

- Ask for understanding and forgiveness
- Remain open to feedback or dialogue

8. **Conclusion**

- Reiterate your apology
- End on a hopeful note, expressing gratitude for the opportunity to apologize and make amends.