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ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥

18.03.2020

ਸਤਿਨਾਮੁ ਸਰਬ ਕਲਿਆਣ ਟਰੱਸਟ (ਰਜਿ:)

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ਅਬਿਨਾਸੀ(ਕਦੀ ਨਾ ਨਾਸ਼ ਹੋਣ ਵਾਲਾ) ਖੇਮ(ਅਨੰਦ/ਖੇੜਾ) ਚਾਹਿ ਜੇ ਨਾਨਕ ਸਦਾ ਸਿਮਰਿ ਨਾਰਾਇਣ ॥

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ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਂ ਤੇ ਹਸਤਾਖਰ  
ਕੋਡ ਨੰ: .....

ਨੋਟ : ਇਸ ਪੰਨੇ ਤੇ ਵਿਦਿਆਰਥੀ ਆਪਣਾ ਨਾਂ ਲਿਖ ਕੇ ਹਸਤਾਖਰ ਜ਼ਰੂਰ ਕਰਨ।



## ASKING FOR FORGIVENESS GRACEFULLY

There may have been an instance where you made a mistake and are carrying a feeling of guilt. The best course of action is to own up, apologise, and learn from it.

### What is an Apology

An apology is a statement that has two key elements; it shows your remorse over your actions and it acknowledges the hurt that your actions have caused to someone else.

### Why Apologise?

There are many reasons for making a sincere apology. First, it opens a dialogue between yourself and the other person. Secondly, when you apologise, you also acknowledge that you resorted to unacceptable behavior. This helps you rebuild trust and reestablish your relationship with the other person. Thirdly, when you admit that you were at fault, you restore dignity to the person you hurt. This can begin the healing process. And finally, a sincere apology shows that you're taking responsibility for your actions. This can strengthen your self-confidence, self-respect, and reputation. You're also likely to feel a sense of relief when you come clean about your actions.

### Why Apologies are Difficult?

People refuse to apologise because apologies take courage. When you admit that you were wrong, it puts you in a vulnerable position, which can open you up to attack or blame. Some people struggle to show this courage. Alternatively, you may be so full of shame and embarrassment over your actions that you can't bring yourself to face the other person. Or, you may be following the dictum "never apologise, never explain." It's up to you if you want to be this arrogant, but, if you do, don't expect to be seen as a wise or an inspiring person.

### How to Apologise Appropriately?

- **Step 1: Express Remorse.** Every apology needs to start with two magic words: "I'm sorry," or "I apologise." This is essential because these words express remorse over your actions.
- **Step 2: Admit responsibility.** Admit responsibility for your actions or behavior, and acknowledge what you did. For example: "I know that I hurt your feelings yesterday when I snapped at you. I'm sure this embarrassed you, especially since I did it in presence of everyone else."
- **Step 3: Make Amends.** Take action to make the situation right. Here are two examples:  
"If there's anything that I can do to make this up to you, please just ask." Or, "I realise that I was wrong to doubt your ability to lead our team. I'd like you to lead the team through tomorrow's meeting."
- **Step 4: Promise That It Won't Happen Again.** Your last step should be to assure that you won't repeat the action or behavior.



### Further Strategies for Effective Apologies

- **Don't Offer Excuses.** During an apology, many people are tempted to explain their actions. This can be helpful, but explanations can often serve as excuses, and these can weaken your apology. Don't shift part of the blame onto someone or something else in an attempt to reduce responsibility.
- **Don't Expect Instant Forgiveness.** Keep in mind that the other person might not be ready to forgive you for what happened. Give that person time to heal, and don't rush her through the process.

Please remember that apologies are very important in inter-personal relations. Learn to apologise with sincerity and grace when you've made a mistake.