



Dear

I am sorry that I ☐ spilled wine on your carpet the other night.
☐ insulted your boss
☐ kicked your cat
☐ burned down your house

It was ☐ an awful thing to do.
☐ a silly
☐ a difficult

I feel very ☐ sorry now. It was of course ☐ a mistake.
☐ ashamed ☐ an accident.
☐ tired ☐ a wonderful party.

I wanted to ☐ apologise at the time, but I am afraid I forgot.
☐ thank you

I know how ☐ irritating it is when a guest ☐ spills wine on your carpet.
☐ worrying ☐ insults your boss.
☐ amusing ☐ kicks your cat.
☐ ☐ burns down your house.

But ☐ I ☐ was not very ☐ well. I had ☐ a headache.
☐ it ☐ were not ☐ important. ☐ a cold.
☐ he (she) ☐ interesting ☐ a good time.
☐ they ☐ beautiful.

I am sure you understand. Please accept my ☐ apologies now.
☐ thanks

Yours,

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<p><i>Dear Jill,</i> <i>I am afraid I cannot come to dinner on Wednesday. I would love to come but I have got to work late on that evening.</i> <i>Thank you for inviting me. I hope it goes well.</i> <i>Best wishes,</i> <i>Tom</i></p>	<p><i>Dear Kevin,</i> <i>I am sorry I missed your party on Friday. I could not come because I had to take my cousin to the airport.</i> <i>I tried to phone you but my mobile phone was out of order.</i> <i>I hope the party went well.</i> <i>Yours,</i> <i>Sheila</i></p>	<p>To learn: I'm so sorry. I want to apologise. It was a mistake. I had flu / a cold / a headache / an accident I'm sure you understand. Please accept my apologies.</p>	<p>can / could Present: I cannot come to dinner because I have got to work late. Past: I could not come to dinner because I had to work late.</p>
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Translate:

Ich kann nicht zur Party kommen, weil ich Kopfschmerzen habe.

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Es tut mir leid, dass ich dich beleidigt habe.

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Mein Handy funktionierte nicht.

Ich weiß, dass es nicht lustig ist.

Ich bin sicher, dass du mich verstehst.