



*This is not a word-for-word transcript*

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Let's take a minute to have a look at different ways you can apologise in a formal situation.

Imagine you're in an important meeting at work and you interrupted your boss.

To say sorry, you might say:

**Sorry ...**

**Excuse me ...**

**Pardon me...**

**Apologies...**

**I sincerely apologise for... interrupting or for the interruption**

Because **for** is a preposition, you can either use a gerund or a noun.

Now imagine you're in the same important meeting at work and you give a presentation in front of your boss that is incomplete and full of mistakes.

To say **sorry**, you might say:

**I'm afraid I didn't finish the presentation.**

Don't be confused – **afraid** does not mean **scared** here – it's like **sorry**, but more formal.

And notice that after **afraid**, we put a full clause or sentence.