

ENDING A CONVERSATION POLITELY

A2-B1 | Functional language for bringing a conversation to a close

1 Useful phrase patterns

Use these phrases to finish a conversation in a friendly and polite way.

Well, I should go.

Well, I should go now.

I have to ...

I have to get back to work.

It was nice ...

It was nice talking to you.

Thanks for ...

Thanks for your help.

See you soon.

See you soon.

Take care.

Take care.

Let's talk later.

Let's talk later.

Have a nice ...

Have a nice day.

2 Respond to the situations

Write a natural response to end each conversation. Try to use a range of phrases.

1. You have been talking to a friend, but you need to leave.

2. You have finished asking a teacher for help.

3. You meet a neighbour while shopping and need to continue.

4. You finish a phone call with a friend.

5. You leave a colleague after a short chat at work.

6. You finish talking to someone who is going on holiday.

7. You need to leave an online chat because you have class.

8. You finish speaking to a shop assistant who helped you.

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A2-B1 | Suggested answers

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Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. Well, I should go now. See you soon.

2. Thanks for your help. I have to get to my next class.

3. It was nice talking to you, but I need to continue shopping.

4. I have to go now. Take care.

5. I should get back to work. See you later.

6. Have a great holiday. Take care.

7. Let's talk later. I have to join my class now.

8. Thanks for your help. Have a nice day.
