

ENDING A CONVERSATION POLITELY

B2-C1 | Functional language for closing a conversation professionally

1 Useful phrase patterns

Use these phrases to close a conversation courteously while keeping the relationship positive.

I should let you get back to ...

I should let you get back to work.

I don't want to keep you.

I don't want to keep you any longer.

It has been a pleasure ...

It has been a pleasure speaking with you.

Thank you for your time.

Thank you for your time today.

Perhaps we can continue ...

Perhaps we can continue this next week.

I will follow up ...

I will follow up by email.

I look forward to ...

I look forward to hearing from you.

Have a good rest of ...

Have a good rest of your day.

2 Respond to the situations

Write an appropriate closing response for each situation. Try to use a range of phrases.

1. End a conversation with a busy colleague.

2. Finish a call with a client who has another meeting.

3. Close a first meeting with a potential business partner.

4. End an interview after the interviewer has answered your questions.

5. Pause a discussion because more information is needed.

6. End a meeting and say you will send the agreed notes.

7. Finish a conversation after asking a supplier for a quotation.

8. End a short conversation with a colleague late in the afternoon.

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B2-C1 | 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. I should let you get back to work. Thank you for your time.

2. I don't want to keep you. Thank you for speaking with me.

3. It has been a pleasure meeting you. I hope we can speak again soon.

4. Thank you for your time and for answering my questions.

5. Perhaps we can continue this discussion once we have more information.

6. I will follow up by email with the notes we agreed.

7. Thank you for your time. I look forward to receiving the quotation.

8. Have a good rest of your day. I will see you tomorrow.
