

ENDING A CONVERSATION POLITELY

A2-B1 | Conversation practice examples for bringing a conversation to a close

Conversation: Finishing a chance meeting

Ruby	I haven't seen you since you moved. How's the new flat?
Jack	Much better now that I've unpacked. You should come over when the kitchen's finished.
Ruby	I'd like that. Is there still a lot to do?
Jack	Just the painting. Sorry, I have to catch the bus in a few minutes. I'm meeting the builder there.
Ruby	Of course. It was nice catching up with you. Send me a photo when it's done.
Jack	I will. Let's talk later about a day for you to visit.
Ruby	Sounds good. Take care , and good luck with the painting.
Jack	Thanks. See you soon . I'd better go - I can see the bus coming.

Key phrases: I have to / It was nice / Let's talk later / Take care / See you soon.

Conversation: Ending a helpful phone call

Caller	That makes sense now. I was trying to upload the photo before choosing the form.
Friend	Yes, choose the form first, and the upload button will appear underneath it.
Caller	I've done it. The page says my application has been sent.
Friend	Great. Keep the confirmation number in case you need to contact them.
Caller	I've saved it. Thanks for helping me with that. You've saved me a lot of time.
Friend	You're welcome. Let me know when they reply.
Caller	I will. Well, I should go . I've still got dinner to make.
Friend	All right. Have a nice evening, and I'll speak to you soon.

Key phrases: Thanks for / Well, I should go. / Have a nice

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Close a friendly chance meeting because you have another commitment. Suggest future contact naturally.

Prompt 2: Finish a helpful phone conversation. Thank the person and give a clear, friendly closing.