

ENDING A CONVERSATION POLITELY

B2-C1 | Conversation practice examples for closing a conversation professionally

Conversation: Concluding an introductory meeting

Consultant	That gives me a much clearer picture of the project. I'll need to review the brief before recommending a schedule.
Manager	Of course. I'll send the current drawings and the notes from our last planning meeting.
Consultant	Thank you for your time. The explanation of the access restrictions was especially helpful.
Manager	I'm glad. They're easy to miss if you're looking only at the drawings.
Consultant	I should let you get back to your team. I'll follow up by email once I've checked the documents.
Manager	Please do. If any of the restrictions are unclear, I can put you in touch with the site manager.
Consultant	That would be useful. I look forward to discussing the options once I have a realistic timetable.
Manager	Likewise. Have a good rest of your day, and I'll send those files this afternoon.

Key phrases: Thank you for your time. / I should let you get back to / I'll follow up / I look forward to / Have a good rest of

Conversation: Closing a conference conversation

Researcher	Your question about the survey sample was helpful. It made me realise we need to explain the age range more clearly.
Delegate	I'd be interested to hear how the results change when you include the younger group.
Researcher	We're collecting those responses next month. I can send you a summary when we've analysed them.
Delegate	I'd appreciate that. I can see the next session is about to start, though. I don't want to keep you.
Researcher	Not at all. Perhaps we can continue the discussion online once the new findings are ready.
Delegate	Yes, here's my email address. It's been a pleasure hearing about the project in more detail.
Researcher	Thank you. I'll make a note to contact you after the analysis rather than send incomplete results.
Delegate	That sounds good. Enjoy the next session, and thank you again for taking the time to talk.

Key phrases: I don't want to keep you. / Perhaps we can continue / It's been a pleasure

Create your own conversation

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

Prompt 1: Close an introductory professional meeting. Acknowledge useful information and specify the follow-up.

Prompt 2: End an engaging conference discussion courteously. Agree on a meaningful way to continue it later.