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| Communication Skills: Ending a Conversation |
| Sometimes you need to end a conversation because you need to go somewhere else, you want to talk to someone else, or you just have nothing more to say. Here are some phrases to use:   * Listen, I have to go. * I have to run. * I’m sorry, I really have to go. * You’ll have to excuse me. I have to head out. * Look at the time! I have an appointment in ten minutes.   Your final parting words can be any of the following.   * It was nice talking with you. * It was good talking to you. * Talk to you later. * I’ll catch you later. * Take care. |

*A. Read the dialogue below as an example of how to end a conversation.*

Jack: Listen, Kyle, I have to run. I have to meet my wife for dinner in half an hour.

Kyle: No problem. It was good talking to you.

Jack: You, too. I’ll catch you later.

*B. Mingle with your classmates for fifteen minutes. Speak with as many classmates as possible, using phrases to end a conversation before you move on to speak with the next person.*