Ending a Conversation Politely

B1 · Speaking · WORKSHEET

Name: _____ Date: _____

1. Choose the polite closing.

Choose the most polite way to end the conversation.

1. At a party with someone you just met.
   Choices: Well, it was great talking to you. I should get going. / Bye.

   Answer: _____

2. Talking to a coworker in the hall.
   Choices: Anyway, I should get back to work. Talk to you later! / I am not interested.

   Answer: _____

3. Talking to a neighbor on the street.
   Choices: I have to go now. Nice talking to you. See you around! / Stop talking, please.

   Answer: _____

4. At the end of a first meeting you enjoyed.
   Choices: Let's keep in touch. It was great meeting you. / Okay, I am done.

   Answer: _____

2. Complete the phrase.

Write one word.

1. Well, I should get ___.

2. It was great ___ to you.

3. Let's keep in ___.

4. I have an early class tomorrow, so I have to ___.

3. Write the ending.

Write a polite closing for each situation.

1. You are talking to a classmate and your bus is arriving.

3. Write the ending. (continued)

2. You meet a friend of a friend at a party and want to join other people.

3. You are talking to a coworker at lunch and need to go back to work.