CONVERSATION HOW-TO’S: ENDING A CONVERSATION WITH SOMEONE YOU JUST MET

Having a conversation with a new person can be challenging. Knowing how to politely end the conversation is often the most difficult part. However, there are a few simple steps you can follow to make ending conversations easier. Here are some general guidelines and tips that will help you appropriately end conversations with new people.

GENERAL TIPS & GUIDELINES

- Wait for an opportunity to politely leave the conversation. This can be accomplished by waiting until the other person finishes a story, finishes talking about a specific subject, or when both people are done talking.
- Try to leave the conversation on a positive note. Be respectful and try not to say anything that could hurt the other person’s feelings.
- When it’s time for you to leave, tell the other person goodbye and express gratitude towards them. This could sound something like "I have to go now, but it was nice meeting you" or "it’s time for me to leave now, but it was nice talking to you."

WHAT NOT TO DO

- Don't leave the conversation by interrupting the other person.
- Don't leave without saying goodbye and expressing gratitude.
- Try not to leave in the middle of a topic.
- If you feel uncomfortable around someone or you don't have time for a conversation, don't feel like you have to stay and talk to them. If you need to leave, politely wait for a break in the conversation and tell the other person that it's time for you to go.

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