

ENDING A CONVERSATION

When you run out of things to say or have something else to do, it's polite to tell the person you are talking to, "Goodbye" and a simple explanation why you have to leave.

TO END A CONVERSATION, YOU:

1. Wait for a pause
2. Look towards the person
3. Provide a simple explanation
4. End with a friendly, "Goodbye" or "See you later"

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