

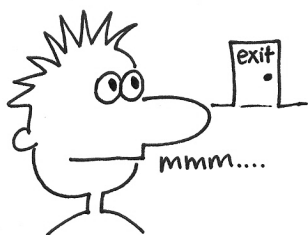


# Handout 6: Ending Conversations

Name ..... Date .....

## The 4 Step Plan...

1.



### Start giving exit cues

You can do this through your *body language* e.g. looking away, move slightly away from them, put your things away or get out your keys.

Verbally you will need to start to talk less and maybe only give very short responses to them e.g. 'mm' or 'oh'

2.



### Take control of the conversation

This means that you need to encourage the other person to stop speaking. Wait for a pause and then say something like 'well that's been very helpful' or 'it's been lovely seeing you again'. If you need to finish the conversation suddenly, you will need to explain e.g. 'I'm sorry I have to rush - there's my bus'

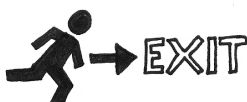
3.



### Close the conversation

Verbally this may mean saying 'bye' or 'see you later' and non verbally you may smile and in some situations use physical contact such as a handshake or a hug.

4.



### ...and leave!

You can now make your exit!



### Thought for the day...

**Remember to look out for signals that the other person wants to end the conversation... and then help them along!**