JobTIPS
Transition Toolbox

Exiting the Conversation script (when a peer, friend, or co-worker is talking:

L2

- Say, *"It's time for me to go now…"* (pause and wait for them to say something)

- Then say, *"I'll see you later."*

Exiting the Conversation script (when a peer, friend, or co-worker is talking:

L1

- Wait for a pause

- Look at the person

- Give a short, simple explanation, such as:
  "It's been good talking to you, but I have to go now"
  "I've enjoyed our chat, but I have to get going."
  "Well, I better get going…."

  *Wait for them to respond before you walk away!!

Practice the Exit in a Conversation script:

L2

- <u>Pause and wait</u> until they are finished talking.

- Say, *"It was good talking to you, but I need to get back to work. "*

- <u>Wait</u> for them to answer.

- Say, *"Bye! See you at break."*

Practice the Exit in a Conversation script:

L2

- Give ONE positive statement or reason for ending the conversation:
  (I need to go, my ride is here, I've got things to do)

- Say ONE farewell or good-bye statement
  (See you later, bye, I'll see you around)

Attribution: Recognizing when to end a conversation

L1

- Has your partner had a chance to talk?

Sigh...

- Are his eyes looking down or away?

- Are his arms crossed or is he fidgeting?

- STOP talking! **STOP**

- End the conversation
  Look towards the person in the eye
  Say, *"Well, I'll let you go now... talk to you later."*

Attribution: Recognizing when to end a conversation

L2

- **Stop and listen to their words:** Are they saying that they need to go, are they saying that they have something else to do, etc.?

- **Stop and look at what they are doing:** Are they packing up their things, are they walking out of that area and away from you, are they working on other things while you are talking to them, etc.?

- **Stop and look around:** Is class about to end, is the work shift almost over, is someone else waiting to talk with them, is their phone ringing, etc.?

Practice the Wrap Up script:

L2

- **Wait for a pause.**

- **What can I say to wrap this up?**
  "It sounds like we need to talk about this later."
  "I would like to talk more but I need to go."
  "We need to finish this some other time."
  "Can we discuss this _____?" (pick a time that might work)

- **Make an exit statement**