



## How to know when to end the conversation

If the other person:

- makes an *"I'm done"* statement (*"I need to go"; "It was nice talking to you"*)
- starts looking down or around the room
- looks at their watch
- starts packing up their things to leave

STOP talking about that topic.

Make a positive ending statement and say good-bye.



## Should I stop talking now?

1. Stop and **listen** to their words.
2. Stop and **look** at what they are doing.
3. Stop and **look** around.