

Wordlist

Unit 2 Power for life

Business and business organisation

employ (verb) /ɪm'plɔɪ/
found (verb) /faʊnd/
market (noun) /'mɑ:kɪt/
market leader (noun) /,mɑ:kɪt 'li:dəʃ/
be organised into
produce (verb) /prə'dju:s/
sell (verb) /sel/
share (noun) /ʃeəʃ/
turnover (noun) /'tɜ:n,əʊvəʃ/
worldwide (adv) /,wɜ:ld'wɑ:d/
big business
business card (noun) /'bɪznɪs ,kɑ:d/
business sector (noun) /'bɪznɪs ,sektəʃ/
core business
do business
global business
talk business
travel on business

Telephoning 1: Getting through / Leaving a message

Leaving a message
You've reached the voicemail of (+ name of person).
Please leave a message and I'll call you back as soon as I can.
Getting through
I'd like to speak to (+ name of person), please. Is [he/she] there?
I'll put you through.
One moment, please.

The person called is not available
Would you like to leave a message?
I need to talk to [him/her] personally.
Perhaps [he/she] could call me.
Can I leave you my number?

Waiting on line
We are experiencing a high call load at the current time.
Please hold.
An operator will be with you as soon as one becomes available.

Unit 3 Edinburgh – the festival city

Arriving in a place you don't know

At left luggage
Excuse me, can we leave our bags here?
We've got a [backpack/suitcase, etc.].
At the accommodation bureau
We've just arrived and we'd like a bed and breakfast for [two/three, etc.] nights.

Single or double?
How far is it, and how do we get there?
At tourist information
Can you help us? We'd like a map of the city.
Can you give us some information about ...?
Do you have a bus timetable?
Thanks for your help.
Getting there
We want to get to (+ name of place).
Where does the bus leave from, please?
Where do we buy the tickets?
You don't need to get a ticket in advance.
You can pay on the bus.

Music, theatre, dance and opera

Performing arts (general)
design (noun) /dɪ'zaɪn/
lighting (noun) /'laɪtɪŋ/
performance (noun) /pə'fɔ:mənts/
production (noun) /prə'dʌkʃən/
Music
composition (noun) /,kɒmpə'zɪʃən/
concert (noun) /'kɒnsət/
conductor (noun) /kən'dʌktəʃ/
orchestra (noun) /'ɔ:kɪstrə/

Theatre
actress (noun) /'æktɪs/
costume (noun) /'kɒstjʊ:m/
director (noun) /dɪ'rektəʃ/
playwright (noun) /'pleɪraɪt/

Dance
ballerina (noun) /,bæl'ɪr'i:nə/
ballet (noun) /'bæleɪ/
choreographer (noun) /,kɒri'ɒgrəfəʃ/
contemporary (adj) /kən'tempə'rɪ/

like (verb) /laɪk/
love (verb) /lʌv/
quite like
really like
not be very keen on
can't stand
don't really like
hate (verb) /heɪt/

Unit 5 Job swap

Jobs and personal development

achieve targets
build relationships
contribute ideas
cope with pressure
develop confidence

improve work skills
work to tight deadlines
deal with (phrasal verb)
handle (verb) /'hændl/
in charge of
involved in
object (noun) /'ɒbdʒɪkt/
objective (noun) /əb'dʒektɪv/
be responsible for
have responsibility for
take care of
task (noun) /tɑ:sk/
work (noun) /wɜ:k/

Presenting 1: Welcoming visitors

Hello and welcome to everyone.
My name's (+ your name), and I work in [sales/marketing, etc.].
I'd like to give you a short introduction to ...
To begin then, I want first of all to ...
That's all I want to say about ...
Right, now I want to go on to the second part ...
Does anyone have any questions?
Thank you for listening.
Now I'm going to hand over to (+ name of person).

Unit 6 Tourist attraction

Health and feeling ill

Feeling unwell
Are you all right?
No, actually I don't feel very well.
You do look pale.
Is there anything I can do?
No thanks, maybe I'll go home early today.

Fixing an appointment to see a doctor
I'd like an appointment, please.
Can I have your name?
Can you come at [10.30/11.15, etc.]?

At the doctor's
I have an appointment with the doctor at [10.30/11.15, etc.].
Can you fill in this form, please?
Do you need my insurance details?

Back at work
Are you better now?
Yes, I'm much better, thanks.
Good. We've missed you. Welcome back.

Tourist attractions and accommodation

cuisine (noun) /kwɪz'i:n/
culture (noun) /'kʌltʃəʔ/
environment (noun) /ɪn'vaɪərənmənt/
scenery (noun) /'si:nəri/
sights (plural noun) /saɪts/
wilderness (noun) /'wɪldənəs/
wildlife (noun) /'waɪldlaɪf/

Types of accommodation

bed and breakfast (noun) /,bed ən 'brekfəst/
campsite (noun) /'kæmpsaɪt/
caravan (noun) /'kærəvən/
farmhouse (noun) /'fɑ:mhaʊs/
guest house (noun) /'gest ,haʊs/
hotel (noun) /həʊ'tel/
house swap (noun) /'haʊs ,swɒp/
self-catering accommodation
villa (noun) /'vɪlə/
youth hostel (noun) /ju:θ ,hɒstəl/

Unit 8 Globalisation

Trade and the economy

borrow (verb) /'bɒrəʊ/
debt (noun) /det/
export (noun) /'eksɜ:pɜ:t/
import (noun) /'ɪmpɜ:t/
inflation (noun) /ɪn'fleɪʃən/
interest rate (noun) /'ɪntrest ,reɪt/
lend (verb) /lend/
loan (noun) /ləʊn/
trade (noun) /treɪd/
develop (verb) /dɪ'veləp/
developed (adj) /dɪ'veləpt/
developing country
economic (adj) /,i:kə'nɒmɪk/
economical (adj) /,i:kə'nɒmɪkəl/
economy (noun) /'kɒnəmi/
environment (noun) /ɪn'vaɪərənmənt/
environmental (adj) /ɪn,vaɪərən'mentəl/
environmentally friendly
export (noun and verb) /'eksɜ:pɜ:t/ (n.) /'ɪk'spɜ:t/ (v.)
exporter (noun) /ɪk'spɜ:təʔ/
interest (noun) /'ɪntərəst/
interesting (adj) /'ɪntərəstɪŋ/
invest (verb) /ɪn'vest/
investment (noun) /ɪn'vestmənt/
investor (noun) /ɪn'vestəʔ/
multinational (adj) /,mʌlti'næʃənəl/
national (adj) /'næʃənəl/
political (adj) /pə'lɪtɪkəl/
politician (noun) /,pɒlɪ'tɪʃən/
politics (noun) /'pɒlətɪks/

Emails 1: Formal and informal writing

Starting an email

Dear (+ name)
Hi (+ name)

Social opening

I hope all is well with you.

How's it going?

Reason for writing

I am writing regarding [the meeting / the Thailand project, etc.].

About [the meeting / next week / your party, etc.].

Requesting

I should be grateful if you could email me ...

Send me (...) when you can.

Offering help

Please do not hesitate to call me if I can be of any assistance.

If you need anything else, tell me.

Ending

I look forward to hearing from you.

That's all.

Unit 9 Here is the news

Talking about news

Breaking news

Oh no! Have you seen this?

What's happened?

There's been a bad crash.

That's awful. Where?

Is it really news?

Look at this!

What was the score?

News at work

Have you heard that (+ name of person) is leaving?

Really? How do you know that?

A newspaper article

There was a good article in yesterday's paper.

What was it about?

Did you see it?

I'll look forward to reading it.

Newspapers and news stories

books (plural noun) /bʊks/

business news /'bɪznɪs ,nju:z/

cinema (noun) /'sɪnəmə/

fashion (noun) /'fæʃən/

home news /'həʊm ,nju:z/

international news /ɪntə'næʃənəl ,nju:z/

personal finance

sport (noun) /spɜ:t/

travel (noun) /'trævəl/

women (plural noun) /'wɪmɪn/

Adjectives describing news stories

boring (adj) /'bɔ:riŋ/

disappointing (adj) /,dɪsə'pɔɪntɪŋ/

excellent (adj) /'eksələnt/

exciting (adj) /ɪk'saɪtɪŋ/

interesting (adj) /'ɪntərəstɪŋ/

terrible (adj) /'terəbl/

wonderful (adj) /'wʌndəfʊl/

worrying (adj) /'wʌrɪɪŋ/

Unit 11 Making money

Finance and investments

assets (plural noun) /'æsets/

bond (noun) /bɒnd/

commercial property

dividend (noun) /'dɪvɪdend/

interest rate (noun) /'ɪntrest ,reɪt/

investment (noun) /ɪn'vestmənt/

mortgage (noun) /'mɔ:ɡɪdʒ/

property (noun) /'prɒpəti/

share (noun) /ʃeəʔ/

shareholder (noun) /'ʃeə,həʊldəʔ/

Meetings 1: Asking for and giving opinions

Asking for opinions

What about ...?

What do you think ...?

What's your opinion on ...?

Agreeing

Absolutely.

I agree that ...

I agree with you.

That's true.

Yes ...

You're probably right.

Giving opinions

I don't think ...

I think ...

In my opinion ...

My view is ...

Disagreeing

Actually, I don't agree.

But ...

I'm not sure about that.

I see what you mean but ...

Yes, but ...

Unit 12 Ecotourism

Getting directions

By car

Is this the right road to ...?

Go straight on to the roundabout.

Turn right/left.

It's on the right/left.

You can't go wrong.

Where is it?

I think I'm lost. Can you tell me where (...) is?

I'm sorry, I'm not from here.

OK, thanks. I'll ask someone else.

I can see it. It's just over there.

Understanding the map

Excuse me. Can you show me where we are?

We're here. Where do you want to go?

Do you know where it is?

It's not far. I'll show you. I'm going that way.

Getting around a big building

Sorry to bother you.

This is [the fifth floor / the second floor, etc.] isn't it?

Where do you want to be?

I'm looking for ...

Environment

protect (verb) /prə'tekt/

recycle (verb) /,ri:'saɪkl/

reduce (verb) /rɪ'dju:s/

save (verb) /seɪv/

share (verb) /ʃeəʃ/

support (verb) /sə'pɔ:t/

switch off (phrasal verb)

use (verb) /ju:z/

energy consumption

farming (noun) /'fɑ:mɪŋ/

fossil fuel (noun) /'fɔ:sɪl ,fju:əl/

global warming (noun) /,glɔ:bəl 'wɔ:ɪmɪŋ/

infrastructure (noun) /'ɪnfə,streɪktʃəʃ/

the natural environment

pollution (noun) /pə'lju:ʃən/

Unit 14 The customer is always right

Customer service

cheap (adj) /tʃi:p/

low cost (adj)

expensive (adj) /ɪk'spensɪv/

costly (adj) /'kɒstli/

pricey (adj) /'praɪsi/

great (adj) /greɪt/

exceptional (adj) /ɪk'sepʃənəl/

five star

individual (adj) /,ɪndɪ'vɪdʒuəl/

personal (adj) /'pɜ:sənəl/

poor (adj) /pɔ:t/

below standard

unsatisfactory (adj) /ʌn,sætɪs'fæktəri/

rapid (adj) /'ræpɪd/

fast (adj) /fɑ:st/

quick (adj) /kwɪk/

at your service

offer a service

range of services

service agreement (noun) /'sɜ:vɪs

ə,grɪ:mənt/

service charge (noun) /'sɜ:vɪs ,tʃɑ:dʒ/

service sector (noun) /'sɜ:vɪs ,sektəʃ/

service station (noun) /'sɜ:vɪs ,steɪʃən/

standard of service

tailor a service

Telephoning 2: Making and changing arrangements

Referring to last contact

I sent you an email about ...

We spoke on the phone [yesterday / last week, etc.]

Suggesting a meeting

I'd like to have a meeting soon, if possible.

Can we meet sometime [next week / tomorrow, etc.]?

Fixing a time

What day would suit you?

When would be a good time to meet?

Confirming

I'll send an email to confirm.

Good, we agreed [Thursday at 10 / Friday at 3, etc.].

Changing an arrangement

Unfortunately, I've got a problem now.

Explaining the reason

I'm afraid I have to be out of the office.

Finding a new time

Could we meet [tomorrow / on Tuesday, etc.] instead?

If we say [Tuesday / Thursday, etc.], is that all right with you?

Apologising

I hope it's not a problem for you.

Unit 15 An interesting place to live

Visiting someone's home for dinner

Welcome

Hello, nice to see you.

I'm sorry we're a bit late.

No, not at all. Perfect timing.

Let me take your coats.

Two small gifts

Did you have any problems finding us?

Here, we've brought you [some flowers / some chocolates, etc.].

Oh, that wasn't necessary – but thank you.

I hope you like [chocolates, etc.].

The home

What a beautiful house.

Have you lived here long?

You have some lovely ...

Saying goodbye

It's been a wonderful evening.

Thank you for having us.

Not at all. It was our pleasure.

The meal was delicious. Thank you.

Don't mention it.

Houses and homes

The rooms in your house

cellar (noun) /'seləʃ/

dining room (noun) /'daɪnɪŋ ,ru:m/

garage (noun) /'gærɑ:ʒ/

guest bedroom (noun) /'gest ,bedru:m/

hall (noun) /hɔ:l/

kitchen (noun) /'kɪtʃɪn/

lounge/living room/sitting room (noun)

/'laʊndʒ/'lɪvɪŋ ,ru:m/'sɪtɪŋ ,ru:m/

play room (noun) /'pleɪ ,ru:m/

study (noun) /'stʌdi/

terrace (noun) /'terɪs/

utility room (noun)

Home features

curtains (plural noun) /'kɜ:tənz/

door (noun) /dɔ:t/

floor (noun) /flɔ:t/

garden (noun) /'gɑ:dən/

heating (noun) /'hi:tɪŋ/

picture (noun) /'pɪktʃəʃ/

roof (noun) /ru:f/

staircase (noun) /'steɪkəs/

shelves (plural noun) /ʃelvz/

Jobs in the home

clear the table

do the housework

do the ironing

do the washing

do the washing-up

make the bed

put out the rubbish

put things away

lay the table

take the dog for a walk

Unit 17 RoboDog

Technology and gadgets

What colour is it?

How high/tall is it?

How long is it?

How wide is it?

How much does it weigh?

How much does it cost?

What's this called?

What does it do?

What memory does it have?

Can you explain that to me again?

What sort of computer do I need to run this?

What batteries does it take?

Emails 2: Handling customer enquiries

Giving good news

I'm pleased to tell you that ...

We have good news about ...

Giving bad news

I am sorry to tell you ...

Unfortunately ...

Giving assurances

I can assure you that ...
We are confident that ...

Saying sorry

I would like to apologise for ...
Please accept my apologies for ...

Giving reasons

The reason for this ...
This is/was due to ...

Expressing urgency

It is very important that ...
We must ...

Unit 18 Learning styles

Asking for and giving help

Technical problems

Excuse me. Can you help me?
What does this mean exactly?
Let me see.

There's a technical problem with ...
Can I access the intranet/internet?

Lost or stolen?

Oh no! I think I've lost my [bag/wallet, etc.].
Where did you last see it?
Shall I call the police?

Using equipment

I need to make a photocopy of this.
Can I use this machine?
No problem.

Do you know how to use it?
Could you show me how to ...?
I'll ask someone to show you.

Getting information

Have you got (+ name of person)'s phone number?
Shall I give [him/her] a quick call?

Learning a language

dictionary (noun) /'dɪkʃənəri/
have a good memory for something
knowledge (noun) /'nɒlɪdʒ/
make a mistake
mean (verb) /mi:n/
opposite (noun) /'ɒpəzɪt/
pronunciation (noun) /prəˌnʌntsi'eɪʃən/
read (verb) /ri:d/
record (verb) /rɪ'kɔ:d/
remake (verb) /,ri:'meɪk/
remember (verb) /rɪ'membəʔ/
remind (verb) /rɪ'maɪnd/
revise (verb) /rɪ'vaɪz/
skill (noun) /skɪl/
study (verb) /'stʌdi/
translation (noun) /trænz'leɪʃən/
translate (verb) /trænz'leɪt/
vocabulary (noun) /vəʊ'kæbjələri/
word family (noun) /'wɜ:d ,fæməli/

Unit 20 How the rich travel

Sales and selling

advertising (noun) /'ædvətaɪzɪŋ/
cold call (noun) /,kəʊld 'kɔ:l/
commission (noun) /kə'mɪʃən/
mailing (noun) /'meɪlɪŋ/
market research (noun) /,mɑ:kɪt rɪ'sɜ:tʃ/
promotion (noun) /prə'məʊʃən/
sales forecast (noun) /'seɪlz ,fɔ:kɑ:st/
soft selling (noun) /,sɒft 'selɪŋ/
up-market (adj) /,ʌp'mɑ:kɪt/
break into (phrasal verb)
come down (phrasal verb)
give away (phrasal verb)
keep down (phrasal verb)
look through (phrasal verb)
put up (phrasal verb)
sell out (phrasal verb)
take off (phrasal verb)

Meetings 2: Leading a meeting

Opening a meeting

Shall we get started?
Does everyone have a copy of the agenda?
Our objective today is to ...
We need to discuss ...
What do you think?

Controlling a meeting

Thanks for that.
So you want to ...
If I understand correctly, you think ...
Sorry to interrupt ...
Can you let (+ name of person) finish?

Closing a meeting

So we've decided to ...
Can we agree to ...
Could you ...?
Can we fix a date for the next meeting?
Are there any further points?
I think we can finish there.

Unit 21 Great cinema

Recommendations and advice

Suggesting entertainment

I have to take some clients out. Any ideas?
I would take them to ...
It would be a good idea to book in advance.
Thanks for the tip.

Recommending restaurants

Can you recommend a good [Chinese/Indian/Japanese, etc.] restaurant?
I think the best one is (+ name of restaurant).
What do you think of (+ name of restaurant)?
I'm not sure about that one.

Giving advice about hotels

Do you think I need to book a hotel before I go?
I think so, yes.
I think you should book somewhere on the internet.
Why don't you talk to our travel department first?
Shopping problems
Do you know anywhere which sells ...?
Probably the best place to look is (+ name of shop).
You might find something in ...
Try (+ name of shop).

Film and cinema

action and adventure
cartoon (noun) /kɑ:'tu:n/
comedy (noun) /'kɒmədi/
crime (noun) /kraɪm/
fantasy (noun) /'fæntəsi/
horror (noun) /'hɒrəʔ/
musical (noun) /'mju:zɪkəl/
romance (noun) /rəʊ'mænts/
science fiction (noun) /,saɪənts 'fɪkʃən/
thriller (noun) /'θrɪləʔ/
war (noun) /wɔ:ʔ/
western (noun) /'westən/
actor (noun) /'æktəʔ/
actress (noun) /'æktres/
cast (noun) /kɑ:st/
character (noun) /'kærəktəʔ/
direct (verb) /dɪ'rekt/
ending (noun) /'endɪŋ/
entertaining (adj) /,entə'teɪnɪŋ/
play the role of
plot (noun) /plɒt/
be set in [Japan/France, etc.]
subtitles (plural noun) /'sʌb,tʌɪtlz/
violent (adj) /'vaɪələnt/

Unit 23 Managing people

Managing people

appraisal (noun) /ə'preɪzəl/
company policy
downsize (verb) /,daʊn'saɪz/
early retirement
lay off (phrasal verb)
pension (noun) /'penʃən/
personnel = human resources (noun) /,pɜ:snəl/ /,hju:mən rɪ'zɔ:sɪz/
recruit (verb) /rɪ'kru:t/
salary (noun) /'sæləri/
skills (plural noun) /skɪlz/
staff development
taking on new employees = recruitment
trade union (noun) /,treɪd 'ju:njən/
train (verb) /treɪn/

unemployment (noun) /,ʌnɪm'plɔɪmənt/
voluntary redundancy
working conditions
works council (noun) /,wɜːks 'kaʊntsə/

Emails 3: Making travel arrangements

the flight's booked for (+ date and time)
We're staying at the (+ name of hotel).
Could you get a driver to pick us up when we arrive?
I'd like to book [a single room / a double room, etc.].
Please let me know the price for this.

Unit 24 Social issues

Receiving international colleagues

Welcome
Welcome to ...
Hope you enjoy your stay.
I'm really looking forward to working with you.
Did you have a good trip?

Security
You need to fill in your details here.
You have to wear this badge all the time.

Work space

This is your office.
I hope you don't mind sharing.
Not at all. I'm used to it!
You can use this computer.
Do I need a password?
How about the phone?
Just press [1/9, etc.] for an outside line.

Outside work

This is my home number in case you need anything in the evening.
I wouldn't disturb you at home.
No, feel free.
You can always reach me at home or on my mobile.
That's very kind. I hope I won't have to.

Social problems and solutions

begging (noun) /'begɪŋ/
car crime (noun) /'kɑː ,kraɪm/
ethnic violence
football hooliganism
homelessness (noun) /'həʊmləsənəs/
poverty (noun) /'pɒvəti/
street crime (noun) /'stri:t ,kraɪm/
theft (noun) /θeft/
unemployment (noun) /,ʌnɪm'plɔɪmənt/
vandalism (noun) /'vændə'lɪzəm/
get worse
find a solution
improve the situation
make the situation worse
make things better

resolve a conflict
solve a problem

Unit 26 Intelligent skis

Products

badly built
well constructed
heavy (adj) /'hevi/
light (adj) /laɪt/
narrow (adj) /'nærəʊ/
wide (adj) /waɪd/
standard (adj) /'stændəd/
tailor-made (adj) /,teɪlə'meɪd/
tough (adj) /tʌf/
weak (adj) /wi:k/
simple (adj) /'sɪmpl/
sophisticated (adj) /sə'fɪstɪkətɪd/
old-fashioned (adj) /,əʊld'fæʃənd/
state of the art (adj)
massive (adj) /'mæsɪv/
tiny (adj) /'taɪni/
allow/enable (verb) /ə'laʊ/ɪ'neɪbl/
be designed/perfect for
ensure/guarantee (verb) /ɪn'ʃʊː,gærən'tiː/
it comes with/includes ...
It's possible to/You can ...
simple to operate/user-friendly

Telephoning 3: Handling complaints

Apologise
I'm very sorry about that.
I really do apologise.
Sorry about the delay.
Sorry again.
Confirm details of problem
Let me check. You said ...?
Promise to investigate
I'll check with ...
I'll get back to you.

Give reason for a problem

There was [a computer error / a technical problem / an administrative error, etc.].
We had a lot of problems with ...

Offer a solution

We've dispatched another ...
We'll finish things by ...

Check customer is happy

Is that OK?
Refer to next contact
We'll talk [tomorrow / next week, etc.].

Unit 27 You are what you eat

Food talk

Understanding the menu
What exactly is (+ name of dish)?
How is it cooked?

It sounds delicious.
I'll try it.

Complimenting the chef

That was very good. You have an excellent chef.

Explaining the name of a local dish

What's it called?
We call it ...

Describing how something is cooked

I'd love to know the recipe.
I make it with ...
The most important thing is to ...

Food and cooking

Cooking method
bake (verb) /beɪk/
barbecue (verb) /'bɑːbɪkjuː/
boil (verb) /bɔɪl/
fry (verb) /fraɪ/
grill (verb) /grɪl/
microwave (verb) /'maɪkrəʊweɪv/
poach (verb) /pəʊtʃ/
raw (adj) /rɔː/
roast (verb) /rəʊst/
steam (verb) /stiːm/

Adjectives about food

medium (adj) /'miːdiəm/
off (adj) /ɒf/
over-cooked (adj) /,əʊvə'kʊkt/
rare (adj) /reə/ɹ/
rich (adj) /rɪtʃ/
ripe (adj) /raɪp/
salty (adj) /'sɔːlti/
savoury (adj) /'seɪvəri/
sour (adj) /saʊə/ɹ/
spicy (adj) /'spɪsi/
sweet (adj) /swiːt/
tender (adj) /'tendə/ɹ/

Unit 29 Life coaching

Changes and trends

fall (verb) /fɔːl/
grow (verb) /grəʊ/
reduce (verb) /rɪ'djuːs/
rise (verb) /raɪz/
due to / a result of
lead to / result in

Presenting 2: Handling questions effectively

Does anyone have any questions?
If there are no more questions, I'd like to go to the next point.
Does that answer your question?
It's an important question.
Right, if there are no more questions, I'll finish there.

Unit 30 Work or lifestyle?

Continuous learning

advertise (verb) /'ædvətɑɪz/

commission (noun) /kə'mɪʃən/

competitive (adj) /kəm'petɪtɪv/

narrow (adj) /'nærəʊ/

responsibility (noun) /rɪ'spɒnsə'bɪləti/

save (verb) /seɪv/

tailor-made (adj) /,teɪlə'meɪd/

tiny (adj) /'taɪni/

Saying goodbye

Getting away

Right, I think I should be going.

Already? It's only [8.30/9 o'clock, etc.].

Sorry, I really must be going.

It's a real pity.

I'd love to stay but I really have to go.

Getting away quickly

Have a nice weekend everybody.

Can I just ... before you go?

Can we leave it until [Monday/tomorrow, etc.]?

Sorry. I really have to go.

Give me a call

I have to go now.

Call me [tomorrow / next week, etc.].

I will. I'll give you a call [tomorrow / on Monday, etc.].

Until the next time

I've just come to say goodbye. I'm leaving now.

OK, well it was really good to see you again.

It was great working with you, as always.

Take care.

Hopefully see you [next year / at the conference, etc.].

Until then. Bye.