

## THE ENGLISH LANGUAGE ROLE FOR HR MANAGERS

**Tarasova Olga Mikhailovna**, candidate of pedagogical sciences, associate professor, docent of the department of "Foreign Language", Social Engineering Institute, **Reshetnev Siberian State University of Science and Technology, Krasnoyarsk, Russia**  
*e-mail: [olya.tarasova.55@mail.ru](mailto:olya.tarasova.55@mail.ru)*

**Abstract.** The article analyzes the importance of the English language knowledge for making a successful career, in general, and in personnel management in particular. The author of the article also provides basic terminology that is indispensable for the professional language proficiency in the field of HR.

**Key words:** English, training, personnel management, career, international companies, motivation, involvement, interest, terminology.

## РОЛЬ АНГЛИЙСКОГО ЯЗЫКА ДЛЯ УПРАВЛЕНЦЕВ ПЕРСОНАЛОМ

**Тарасова Ольга Михайловна**, кандидат педагогических наук, доцент, доцент кафедры «Иностранный язык», ИСИ, **Сибирский государственный университет науки и технологий им. академика М. Ф. Решетнева, Красноярск, Россия**  
*e-mail: [olya.tarasova.55@mail.ru](mailto:olya.tarasova.55@mail.ru)*

**Аннотация.** В статье анализируется важность знания английского языка для построения успешной карьеры, в общем, и в управлении персоналом в частности. Автор статьи также приводит базовые термины, характерные для профессионального владения языком в области HR.

**Ключевые слова:** английский, обучение, управление персоналом, карьера, международные компании, мотивация, вовлеченность, интерес, термины.

The role of the English language knowledge for promotion prospects can't be overestimated [3-9]. The possibility of career growth or employment in a prestigious Russian or an international company is one of the most powerful incentives. Indeed, without knowledge of English, one can now find work mainly in small local companies. For many companies (employers), the English language knowledge is an indicator of an employee's professionalism, his serious attitude to education and excellent knowledge of modern requirements in the competitive labor market [10-23]. And with an equal level of candidates, preference is given to those who know English. If a person dreams of a position in a large company, he needs to have maximum advantages over the competitors. One of these advantages may be knowledge of English, because it is the language of business and international communication. The number of firms with foreign capital, as well as companies that work with foreign clients or suppliers is growing every year in Russia. Therefore, one will need English to understand the client or to conduct correspondence with foreign partners, to arrange presentations or business negotiations. The knowledge of English affects the level of income, for example specialists with the foreign language knowledge "cost" 15-35% more expensive.

Since most companies nowadays enter foreign markets, there is an urgent need for cross-cultural teams to cooperate. Therefore, the knowledge of HR terminology in English becomes an integral part of professional activity. Since the very concept of Human Resources came from the West, it is quite logical that foreign job titles appear: HR-manager, HR-generalist, recruiter, HR-analyst, Team-Lead, Training and Development Specialist (T&D), HR Business Partner.

HR employees in progressive firms are entire departments that are engaged in attracting, recruiting, managing, developing, retaining and firing employees. Such specialists support and strengthen the organization and its employees in the planning, implementation and evaluation of personnel policy. Companies around the world create teams and work closely together through video conferences and electronic correspondence. The language of communication is mainly English, which is a necessary communication tool, especially during business trips. Whether a person is an HR professional, just starting to work in the field, or already working in a large company, understanding the terminology and HR jargon is an integral part of business English which needs to be memorized [1], [2], [24-27].

So, the author of the article considers it necessary to acquaint students – future HR managers with some specific terminology in various areas of HR management (recruitment, adaptation, development and training, motivation, records management).

### **Personnel recruitment**

Fixed-term contract is a written legal agreement between an employer and an employee for a certain period.

Permanent / unlimited term contract is a written legal agreement between an employer and an employee without a fixed term.

The Job center is a place where unemployed people can apply for advice and information about available jobs.

Job seeker is a person in search of a job.

Job offer is a job offer from the employer.

Apply for a job means to search/request for a job, temporary or permanent, and sending resumes to companies using the Internet.

Application is an official request for a job, usually in writing.

A contractor is a person or a company (a contractor firm) that organizes the supply of materials or the recruitment of workers for various purposes.

Talent management is the company's strategic efforts to attract, hire, develop, manage and promote good employees.

Shortlisted means passed to the final (competition, tender). A reference to the list of people (shortlist) who were evaluated as the most suitable for the job, from which one person will eventually be selected that is compiled from a longer list of people originally considered.

Proficiencies (qualification) are the main abilities or skills necessary for a person to perform a job.

Fill a vacancy means to hire someone for an existing vacancy.

Set up an interview means to schedule an interview. After compiling a list of several suitable candidates, the HR specialist then assigns an interview with each of them. It includes a meeting with candidates and setting aside a certain time for their interview.

Credentials are documents, letters or certificates confirming the identity or competence of the employee, submitted to employers before hiring.

Behaviorally Anchored Rating Scale (BARS) is an assessment that requires listing important quantitative data of a certain job and collecting information about the critical behavior between successful and unsuccessful work. These critical behaviors are then classified and given numerical values that are used as a basis for evaluating performance.

Absolute ratings is an evaluation method in which a specialist evaluates an employee according to a fixed scale of behavior or performance, instead of assigning ratings based on comparison with other employees.

Behavioral Based Interview is an interview technique that focuses on the past experience, behavior, knowledge, skills and abilities of candidates. It involves providing specific examples from the past when they demonstrated certain behaviors or skills to predict future behavior and results.

### **Personnel adaptation**

On-boarding is adaptation of new employees, introduction to the position, integration of new employees. This is the process of a person's transition from the status of an applicant to an employee, ensuring that the paperwork is completed and the adaptation is completed.

Coaching is a process between a manager and a subordinate, through which the first "trains" the second.

Collective bargaining is a process in which an employer enters into employment contracts with a trade union.

A review is performance appraisal, evaluation of the work and abilities of an employee.

An Affirmative Action Plan (AAP) is a list of specific, result-oriented procedures that must be followed. It is intended to eliminate the consequences of past discrimination against women and minorities or their insufficient involvement. The effectiveness of the plan is measured by the results that it achieves in fact, and not by the expected ones.

Balanced scorecard helps management and measurement system to evaluate 4 business areas: internal business processes, financial indicators, customer knowledge, training and growth.

Broadband is a job evaluation framework that is distributed between the use of interim salaries and multiple evaluations to determine how to pay money to employees in specific positions. This allows organizations to increase wages and offer training opportunities without promoting employees.

Bumping is preferential provision of work for people with more seniority (with staff reduction); providing work primarily for people with more work experience.

The Hawthorne effect is a condition in which novelty, interest in an experiment or increased attention to innovation leads to a distorted, often favorable result. The participants of the experiment act differently, more diligently than usual, only due to the realization that they are involved in the experiment. Employees' motivation can be influenced by awareness that they are being monitored and their work is being evaluated.

Succession planning is a program for replacing outgoing employees; the process of identifying long-term needs and attracting internal talent to meet them in the future. This helps in the search, evaluation and development of people necessary for the implementation of the organization's strategy.

### **Employee motivation**

Incentives differ from bonuses or allowances (benefits), because they are usually tied to specific performance goals, such as achieving a sales goal.

BYOD (Bring Your Own Device) is a term used to describe the growing trend of using employee-owned devices within a business, such as smart-phones, tablets, laptops and other devices. Many employers have rules governing the use of employee-owned devices in the workplace.

Company day nursery is a company that provides people to care for the children of employees.

Nepotism is preferential hiring of relatives or friends for different positions to the detriment of other qualified candidates. Favoritism (the nomination of employees not based on business qualities), as a rule, is manifested by persons holding managerial positions (general directors, managers or managers).

Emotional intelligence is the ability to recognize, evaluate and manage your own emotions, as well as the emotions of others. High emotional intelligence is a mandatory skill for those who work in the HR field.

Change management is a well-thought-out approach for the transition of individual employees or organizations from one state to another. It was invented for managing changes and monitoring them. Companies can benefit by planning the implementation, implementation and calculating the consequences of major organizational changes.

Confidentiality agreement is an agreement between an employer and an employee of the company, in which the latter cannot disclose proprietary or confidential information. Many companies protect information that, if leaked, can have devastating consequences for the brand or the well-being of the organization a confidentiality agreement serves as a legal protection against such events.

Distributive bargaining is negotiations between competing parties, which include the distribution of a limited resource. One company dominates to the detriment of the interests of the other.

Retention strategy refers to the processes and policies used to ensure the stay of employees. In order to retain employees and reduce staff turnover, managers should help employees achieve their goals, without losing sight of the goals of the organization. This is a balance that must be observed with extreme caution.

### **Employee development and training**

Gross defect is gross violation; gross misconduct; immoral and inappropriate behavior. If you perform certain actions that are unacceptable and lead to immediate dismissal, this is defined as a gross violation. Gross misconduct is determined by the company's policy, not the law.

80/20 rule — the "80 by 20" rule is used to ensure proper management of employee's time. According to it, 80% of the employee's time should be devoted to the implementation of the tasks set, and the remaining 20% should be used for professional development. HR can facilitate the renewal process by conducting the necessary training programs.

360-degree feedback is the evaluation of personnel using the 360-degree method. It is used as a method of performance management, in which feedback is taken from all stakeholders — managers, colleagues, subordinates, as well as customers, in order to get a holistic view of their activities.

### **HR records management**

Chief administrative officer is the chief official; the head of the administrative department; the person who controls the daily operations and is fully responsible for his work.

Chief operating officer is a director of production issues; a position that can be one of the highest management positions in the organization.

Executive is an official; usually refers to a person holding a high position that makes decisions and puts them into action.

Top (US) / senior (GB) executive is higher than "executive".

Middle manager is a middle-level manager; a middle-level manager; a person who is responsible for people or departments in the company, but is not responsible for the entire company and does not make important decisions about the future of the company.

Floor manager is responsible for all actions and operations of a certain floor / floor in a large store.

Posting means the posting of advertisements; sending correspondence; transfer to the service; transfer to the accounting book.

Benchmarking is based on benchmarks; a technique that uses specific standards to compare different organizations or different segments of organizations in order to improve a product or service.

Hard skills are professional / "solid" skills that are directly related to performing tasks that require a certain education (for example, technical) and professional training.

Soft skills are general / "soft" skills that ensure the successful completion of a wide range of tasks, regardless of the education received and the specifics of professional activity, for example, communication, emotional intelligence, planning.

Wages is the money earned by an employee for the hours spent at work is paid by the employer.

Wage freeze is a salary freeze; a case when a company or the government adjusts the amount paid to employees and does not allow it to increase.

Pay slip is a payroll / receipt; a settlement statement or sheet; proof in the form of a printed or digital document that is issued to an employee to display monthly earnings and deductions, i.e. the amount withdrawn for income tax, etc.

Perks are additional benefits or privileges (buns), such as goods or bonuses that one receives for work.

Boardroom is a room for meetings of the company's board of directors.

Work council is a production or labor council; a group of employees elected to represent all employees of the company during meetings with employers.

Subsidiary (company) is a company that is owned or controlled by another (parent or holding company).

Public limited company is an open / public limited liability company; an open joint-stock company; a company whose shares can be sold to the public.

Merger is a connection; joining, innovation; when two or more companies merge into one large one.

Joint venture is a temporary partnership; a short-term joint venture; a business activity on which two or more people or companies work.

Takeover is acceptance; merger of companies; joining; taking control and management; a situation in which a company gains control over another company by buying a sufficient number of its shares.

Subcontract is a contract with a subcontractor.

Revamp means innovation; modernization; re-equipment; recycling, change something again to improve.

### **Other terms**

Ageism is prejudice or discrimination based on the age of a person, illegal discrimination against someone in the workplace because of their actual or assumed age.

Accessibility is conditions for people with disabilities; a set of conditions and requirements, first of all, for the human-created environment (architectural design, transport and engineering infrastructure), and the information environment that allows you to move freely and perceive important information.

Absenteeism Policy is a policy regarding attendance requirements, planned and unscheduled breaks, and measures to combat absenteeism. As a result of such a policy, repeated absence from the workplace can usually lead to dismissal.

Basket Method is a business simulation that simulates the analysis of papers and documentation. Evaluates the ability to analyze and systematize information taking into account the criteria "importance" and "urgency", and also determines the speed and correctness of solving emerging difficulties.

Promotion on seniority — promotion related to the privileged status achieved by an employee due to the length of service with the same employer.

Office hours are the hours that an employee is contractually obliged to spend at work. Companies may ask employees to work outside of working hours. The law states that most employees should not work on average more than 48 hours a week, including overtime.

Outsourcing is hiring an external contractor; companies may try to save money by transferring the sources of certain goods or services to third-party organizations, rather than completing them internally. For example, a company may decide to transfer technical support responsibilities to independent IT firms, since it is cheaper than hiring its own IT specialist.

Temp is a temporary employee, for example, a secretary, someone who holds a position for a limited and usually short period of time.

Clock in / clock out means to be registered on arrival at work / departure, using an automated sensor pass system.

Expense report is a detailed report compiled monthly, quarterly or annually, which takes into account all business expenses.

SWOT (Strengths-Weaknesses-Opportunities-Threats) — analysis of strengths and weaknesses, opportunities and risks from the external environment. SWOT analysis is used as a strategic planning tool both at the level of organizations and for personal preparation, for example, for negotiations.

Take time means to take a break from work; if you take time off, then ask your employer (the company you work for) for permission not to work for a certain period of time. This may be for personal needs, to go on vacation, to recover from an illness, etc.

Seat at the table is to take part in the meeting; this is an expression for those who are invited to an important meeting. This ensures that your point of view will be taken into account when making an important strategic decision for the organization to achieve its goals and meet certain milestones.

Competencies (core competencies) are the deep professional knowledge; competence; professionalism; technical know-how and the necessary set of behavioral qualities necessary to perform the work.

Trouble shooter is an expert in the effective solution of complex business problems.

This is just a small amount of the terminology that is characteristic for HR management.

In conclusion, it is necessary to summarize the advantages of knowing English for HR specialist. First, it is the opportunity to work in an international company. Knowledge of professional English can help in obtaining an appropriate position in an international company, as well as quickly adapt to new functional responsibilities and work in a new team, more effectively and quickly understand the organization's policy, its internal rules, and regulatory documents, regulations on personnel adaptation, mission and corporate culture [10-23].

Secondly, the knowledge of the trends is also important. For a modern HR specialist, knowledge of English is mandatory, since a huge number of the most interesting materials and cases are English — language materials. All HR specialists who want to succeed are always following the latest trends and research from all over the world [10-11]. One of the most important parts of the effective activity of the HR department is the introduction of new working methods.

And the last but not the least is the professional development and career growth [19]. In addition, knowledge of professional English will be useful for those HR specialists who will: professionally analyze resumes in English; conduct job interviews with English-speaking applicants, participate in interviews and interviews, draw up employment contracts; provide information about the candidate an expat manager; conduct presentations in English; conduct business correspondence and personally communicate with foreign colleagues and partners; participate in international master classes, seminars and internships in English-speaking countries, which is a wonderful way to improve speaking skills.

## References

1. Kapsargina, S. A. Innovative Methods of Working with the Text in the Process of Teaching a Foreign Language in a Non-Linguistic University / S. A. Kapsargina, Zh. N. Shmeleva, J. A. Olentsova // Proceedings of the International Scientific Conference "Far East Con" (ISCFEC 2020) : Vladivostok, 01–04 октября 2019 года. – Vladivostok, 2020. – P. 545-550.
2. Kapsargina, S. The use of LMS Moodle in the implementation of point-rating system of evaluation in the discipline "foreign language" / S. Kapsargina, Zh. Shmeleva, Ju. Olentsova // 19th International Multidisciplinary Scientific GeoConference SGEM 2019, Albena, 30 июня – 06 2019 года. – Albena: Общество с ограниченной ответственностью СТЕФ92 Технолджи, 2019. – P. 361-368. – DOI 10.5593/sgem2019/5.4/S22.049.
3. Shmeleva, Zh. N. Life-long learning of the foreign language at Krasnoyarsk SAU as the prerequisite for receiving ECBE accreditation and a means of implementing UNESCO educational standards / Zh. N. Shmeleva // Azimuth of Scientific Research: Pedagogy and Psychology. – 2019. – Vol. 8. – No 2(27). – P. 267-270. – DOI 10.26140/anip-2019-0802-0061.
4. Shmeleva, Zh. N. Socialization of KSAU students by means of the English language learning / Zh. N. Shmeleva // Наука и образование: опыт, проблемы, перспективы развития : материалы международной научно-практической конференции, Красноярск, 22–23 апреля 2015 года /

- Ответственные за выпуск: Е.И. Сорокатая, А.А. Кондрашев. – Красноярск: Красноярский государственный аграрный университет, 2015. – P. 229-231.
5. Shmeleva, Zh. N. Teacher's preparation, conduct and analysis of the foreign language lesson / Zh. N. Shmeleva // Проблемы современной аграрной науки : материалы международной заочной научной конференции, Красноярск, 15 октября 2017 года. – Красноярск: Красноярский государственный аграрный университет, 2017. – P. 185-188.
  6. Shmeleva, Zh. N. The facilitation of students' professional self-determination in the training direction 38.03.03 "personnel management" at the Krasnoyarsk SAU / Zh. N. Shmeleva // Azimuth of Scientific Research: Pedagogy and Psychology. – 2020. – Vol. 9. – No 1(30). – P. 317-320. – DOI 10.26140/anip-2020-0901-0074.
  7. Shmeleva, Zh. N. The general cultural competence formation in the process of the foreign language learning by students-managers / Zh. N. Shmeleva // Era of Science. – 2018. – No 15. – P. 220-224.
  8. Shmeleva, Zh. N. XXIX world winter Universiade in Krasnoyarsk as a factor of motivating students for learning "survival English" / Zh. N. Shmeleva // Azimuth of Scientific Research: Pedagogy and Psychology. – 2019. – Vol. 8. – No 2(27). – P. 263-266. – DOI 10.26140/anip-2019-0802-0060.
  9. The university digital transformation as a tool for human capital development / I. S. Bagdasarian, A. A. Stupina, O. E. Goryacheva, Zh. N. Shmeleva // Journal of Physics: Conference Series, Krasnoyarsk, 08–09 октября 2020 года / Krasnoyarsk Science and Technology City Hall. – Krasnoyarsk, Russian Federation: IOP Publishing Limited, 2020. – P. 12184. – DOI 10.1088/1742-6596/1691/1/012184.
  10. Vyatkin, A. V. Empathy, emotional intelligence and decision-making among managers of agro-industrial complex. The role of tolerance for uncertainty in decision-making / A. V. Vyatkin, L. V. Fomina, Zh. N. Shmeleva // IOP Conference Series: Earth and Environmental Science, Krasnoyarsk, 20–22 июня 2019 года / Krasnoyarsk Science and Technology City Hall of the Russian Union of Scientific and Engineering Associations. – Krasnoyarsk: Institute of Physics and IOP Publishing Limited, 2019. – P. 22081. – DOI 10.1088/1755-1315/315/2/022081.
  11. Vyatkin, A. V. Empathy, tolerance for uncertainty and emotional intelligence among the agro-industrial complex managers to predict the decision-making efficiency in the antagonistic game / A. V. Vyatkin, L. V. Fomina, Zh. N. Shmeleva // IOP Conference Series: Earth and Environmental Science : conference proceedings, Krasnoyarsk, Russia, 13–14 ноября 2019 года / Krasnoyarsk Science and Technology City Hall of the Russian Union of Scientific and Engineering Associations. – Krasnoyarsk, Russia: Institute of Physics and IOP Publishing Limited, 2020. – P. 32037. – DOI 10.1088/1755-1315/421/3/032037.
  12. Амбросенко, Н. Д. Современные информационные образовательные технологии как важный компонент стратегии развития Института международного менеджмента и образования (Красноярский государственный аграрный университет) / Н. Д. Амбросенко, Н. В. Антонова, Ж. Н. Шмелева // Вестник КрасГАУ. – 2015. – № 4(103). – С. 274-277.
  13. Антонова, Н. В. Групповая работа как форма совершенствования коммуникативных навыков студентов-менеджеров / Н. В. Антонова, Ж. Н. Шмелева // Проблемы современной аграрной науки: материалы международной заочной научной конференции, Красноярск, 15 октября 2015 года / Ответственные за выпуск: А.А. Кондрашев, Ж.Н. Шмелева. – Красноярск: Красноярский государственный аграрный университет, 2015. – С. 164-167.
  14. Антонова, Н. В. Интернационализация образования на примере Красноярского государственного аграрного университета / Н. В. Антонова, Ж. Н. Шмелева // Современные исследования социальных проблем (электронный научный журнал). – 2018. – Т. 9. – № 1-1. – С. 55-73. – DOI 10.12731/2218-7405-2018-1-55-73.
  15. Антонова, Н. В. О роли иностранного языка в формировании компетенций менеджера / Н. В. Антонова, Ж. Н. Шмелева // Тенденции формирования науки нового времени: Сборник статей Международной научно-практической конференции, Уфа, 18 февраля 2015 года / Ответственный редактор: Сукиасян А.А. – Уфа: ОМЕГА САЙНС, 2015. – С. 103-106.
  16. Антонова, Н. В. Опыт внедрения практико-ориентированного подхода к обучению в аграрном вузе / Н. В. Антонова, Ж. Н. Шмелева // Современные исследования социальных проблем (электронный научный журнал). – 2017. – Т. 8. – № 4-1. – С. 75-85. – DOI 10.12731/2218-7405-2017-4-75-85.
  17. Антонова, Н. В. Повышение мотивации студентов на уроках иностранного языка в неязыковом вузе / Н. В. Антонова, Ж. Н. Шмелева // Вестник КрасГАУ. – 2015. – № 3(102). – С. 223-228.

18. Антонова, Н. В. Проблемы внедрения и перспективы развития Болонского процесса в вузе (на примере Красноярского агроуниверситета) / Н. В. Антонова, Ж. Н. Шмелева // Вестник КрасГАУ. – 2011. – № 12(63). – С. 308-313.
19. Антонова, Н. В. Проблемы трудоустройства выпускника современного учреждения высшего профессионального образования / Н. В. Антонова, Ж. Н. Шмелева // Вестник КрасГАУ. – 2014. – № 3(90). – С. 209-213.
20. Шмелева, Ж. Н. Влияние дисциплины "иностраный язык" на профессиональное самоопределение и успешную социализацию студента управленца персоналом в Красноярском ГАУ / Ж. Н. Шмелева // Профессиональное самоопределение молодежи инновационного региона: проблемы и перспективы: Сборник статей по материалам Всероссийской научно-практической конференции, Красноярск, 21 октября – 14 ноября 2019 года/ Под общей редакцией А.Г. Миронова. – Красноярск: Красноярский государственный аграрный университет, 2019. – С. 330-331.
21. Шмелева, Ж. Н. Метод "карты памяти" как средство запоминания материала на уроках английского языка / Ж. Н. Шмелева // Наука и образование: опыт, проблемы, перспективы развития : материалы международной научно-практической конференции, Красноярск, 18–20 апреля 2017 года / Красноярский государственный аграрный университет. – Красноярск: Красноярский государственный аграрный университет, 2017. – С. 195-198.
22. Шмелева, Ж. Н. Социализация и адаптация студентов первого курса ИММО Красноярского ГАУ посредством изучения иностранного языка / Ж. Н. Шмелева // Профессиональное самоопределение молодежи инновационного региона: проблемы и перспективы: сборник статей по материалам всероссийской научно-практической конференции с международным участием, Красноярск, 20 октября – 2016 года. – Красноярск: Литера-принт, 2017. – С. 239-241.
23. Шмелева, Ж. Н. Целесообразность имплементации стандарта ENQA по студентоцентрированному обучению при изучении иностранного языка / Ж. Н. Шмелева, С. А. Капсаргина // Современные исследования социальных проблем (электронный научный журнал). – 2018. – Т. 9. – № 3. – С. 111-126. – DOI 10.12731/2218-7405-2018-3-111-126.
24. Шмелев, Р. В. Белл-Ланкастерская система обучения и ее использование в современной системе обучения в вузе / Р. В. Шмелев, Н. В. Антонова // Проблемы современной аграрной науки: Материалы международной научной конференции, Красноярск, 15 октября 2020 года. – Красноярск: Красноярский государственный аграрный университет, 2020. – С. 401-406.
25. Шмелев, Р. В. Методы обучения как средство совершенствования педагогического мастерства преподавателя иностранного языка / Р. В. Шмелев, Н. В. Антонова // Проблемы современной аграрной науки: Материалы международной научной конференции, Красноярск, 15 октября 2020 года. – Красноярск: Красноярский государственный аграрный университет, 2020. – С. 406-410.
26. Шмелев, Р. В. Мнемотехника как эффективное средство запоминания при изучении английского языка в средней школе / Р. В. Шмелев, Е. П. Кофман // Актуальные проблемы лингвистики и лингводидактики: материалы региональной научно-практической конференции, посвященной 75-летию факультета иностранных языков, Красноярск, 13 апреля 2021 года / Красноярский государственный педагогический университет им. В.П. Астафьева. – Красноярск: Красноярский государственный педагогический университет им. В.П. Астафьева, 2021. – С. 142-144.
27. Антонова, Н. В. Изучение страноведения при подготовке менеджеров как способ формирования общекультурных компетенций студентов неязыковых специальностей / Н. В. Антонова, Ж. Н. Шмелева // Вестник КрасГАУ. – 2015. – № 4(103). – С. 270-274.