

PECULIARITIES OF ENGLISH PROFESSIONAL COMMUNICATION WITHIN THE ARCHIVIST'S SCOPE OF WORK

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In the context of international integration within the archival sector, proficiency in the English language has become an essential component of an archivist's professional training. The purpose of this abstract is to identify the key features of English-language communication in archival practice and to outline ways to enhance the linguistic competence of specialists. To achieve this goal, we will consistently examine the terminological framework, forms of written and oral communication, and the intercultural aspects of professional interaction, and also the impact of artificial intelligence on the language competence of archivists.

Archival Terminology in English. English archival terminology has evolved over decades within British and American professional traditions and has now attained the status of an international standard. Unlike everyday or general academic vocabulary, it reflects a comprehensive conceptual system regarding the nature of a document, its lifecycle, and its place in collective memory. Therefore, mastering this terminology is not merely mechanical memorization but an entry into a different professional culture. Particular challenges arise when an English concept lacks a precise Ukrainian equivalent. For instance, the term **records** refers to documents still in active business use, whereas **archives** pertains to materials that have completed their operational cycle and acquired permanent value. In the Ukrainian tradition, both concepts are often covered by the single word "архів", which can lead to misunderstandings in international communication. Similar conceptual asymmetry is inherent in other key terms: **appraisal** encompasses not only evaluation but also the decision on the ultimate fate of documents, while **provenance** is not simply "origin" but a fundamental principle dictating the organization of an archival fund. This deep understanding of terminology forms the foundation for all subsequent written and oral interaction with the international archival community.

Written Professional Communication. Having mastered the terminological base, the archivist must apply it across various genres of written communication. Official documentation, including **access requests**, **deeds of gift**, and **deposit agreements**, adheres to established norms of business English: formal address, logical structure, and a neutral tone. Violating these norms can not only create a negative impression but also lead to misunderstandings in legally significant matters. Academic writing presents a distinct challenge: scholarly descriptions of funds according to **EAD (Encoded Archival Description)** standards, collection abstracts for international search engines, and articles for publications such as *The American Archivist* or *Archivaria*. Unlike business correspondence, the academic style requires strict adherence to scholarly conventions, including argumentative structure and the formatting of citations and references according to **APA** standards. The quality of such texts directly impacts the visibility of archival resources in the global research space.

Oral and Digital Communication. An archivist's oral communication includes consulting foreign researchers in reading rooms, negotiating the transfer or digitization of documents, and participating in international conferences and webinars hosted by the **ICA** and **UNESCO**. While written text allows time to deliberate over each phrasing, oral communication requires rapid reaction, precise word choice, and confident real-time command of professional vocabulary. The digital environment introduces its own requirements for interaction. Email correspondence must follow

specific protocols: precise subject lines, conciseness, formal salutations, and professional signatures indicating job titles. Furthermore, the ability to navigate global archival platforms, such as the **Archives Portal Europe** or the **UNESCO Archives Portal**, where the interface is exclusively in English, is becoming increasingly critical. Proficiency in digital spaces is now inseparable from language skills. However, linguistic proficiency alone is insufficient if one ignores the cultural nuances of communication.

The Intercultural Aspect of Communication. The effectiveness of all described modes of interaction depends heavily on cultural awareness. While the British style is based on cautious phrasing and maintaining professional distance, the American style often employs a more direct tone and straightforward expression of ideas. When such differences are overlooked, messages may be misinterpreted. Occasionally, a slight deviation from accepted etiquette may be perceived as rudeness, even if unintentional. It is also vital to understand the etiquette of international scholarly events—for example, how to pose questions to speakers constructively without devaluing the work of other researchers. Real progress begins when a specialist studies the professional norms of the partner country. Different approaches to archival workflows and discussion styles must be taken into account. This forms the profile of a modern specialist ready to interact beyond national borders. Cultural sensitivity is the invisible foundation of successful communication.

AI and Language Competence. Artificial intelligence and digital transformation are opening up new opportunities for the language training of archivists. Modern machine translation platforms, corpus databases, and natural language processing tools enable professionals to acquire archival terminology more quickly, verify the accuracy of official documents, and analyze large volumes of English-language texts. At the same time, the use of such tools requires a critical approach: machine translation often simplifies or distorts the specific archival meaning of terms, and therefore no technology can replace solid professional training and a deep understanding of context. The rapid development of artificial intelligence is significantly transforming archival work, with tools for automated indexing, handwriting recognition, and document classification increasingly being implemented in practice. Since their documentation and supporting materials are predominantly available only in English, specialists without adequate language competence cannot fully master these technologies, participate in international discussions on industry standards, or present their research to the global academic community.

Professional communication for archivists in English is a multidimensional phenomenon that combines terminological competence, mastery of professional written genres, oral and digital skills, and intercultural sensitivity. These components are interconnected; a weakness in any one of them diminishes the overall effectiveness of international professional interaction. True progress in linguistic training will only occur through comprehensive steps, such as integrating specialized "English for Archivists" courses into educational curricula, engaging in international initiatives under the ICA or UNESCO, and regularly reading professional literature in the original. The next step for researchers is to trace how digital transformation and AI technologies are reshaping the forms and expectations of global exchange in archival science.

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