

# E-mail etiquette subject of workshop

## There's a time and a place for smileys

**S**ending an e-mail response to a quote for a product price is probably not the best place to include one of those popular "smileys."

If you are not sure you are using proper e-mail etiquette in sending and replying to e-mails, especially business-related ones, the **Greater Sudbury Chamber of Commerce** is holding an E-Mail Etiquette workshop April 22 for chamber members that will address the features, writing styles and attitudes required to write effective e-mails.

The workshop will be led by Chuck Jacobs of Priority Management — Sudbury who has been conducting Working Sm@rt workshops in the city for 10 years. According to Jacobs, one of the biggest e-mail rules is knowing when an e-mail is appropriate.

"A lot of it is when not to send an e-mail," he explained. "We have to improve our communication. Pick up the phone and talk to people or arrange a meeting face to face especially with complex cases or issues of bad news, rather than send a faceless e-mail."

A management training company, Priority Management's specialty is helping "knowledge workers" (people in decision-making positions) increase productivity.

The workshop will be held from 8:30-10 a.m. in the Greater Sudbury Chamber of Commerce boardroom. There is no cost to attend the workshop, but pre-registration is required.

Only 20 seats are available. For more information, call 673-7133, ext. 224.

## Estaire campground for sale

It will be a different summer for a long-time campground in the Estaire area.

The Vacationland Campground & Marina, located on the far western section of Nepewassi Lake, has been up for sale by owners Milan (Mike) and Mirian Cegnar since late 2007.

The Cegnars, who are from Grimsby in southwestern Ontario and moved north five years ago to own and operate the facility, are looking to sell the site as a huge,



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vehicles during the summer months. There are a total of 30 spots on the property.

"If somebody buys it, they can do whatever they want," said Mike on Monday. "They can put their own trailers or allow seasonal trailers, but as far as for us, we won't allow seasonal trailers anymore. If we don't sell, we might stay here until it's sold. We might keep the marina open."

The issue of isolated camp owners losing lake access through the possible closure of the Vacationland marina and docks, meanwhile, is something the Ministry of Natural Resources is concerned about, said Mike.

Opened in the late 1960s, Vacationland Campground & Marina is situated at the end of Nepewassi Lake Road.

## Home show nearly here

With the first robins of spring set to arrive any day now, it's time to start thinking about the annual spring home show put on by the Sudbury and District Home Builders' Association.

Set for March 28-30 in the Sudbury arena, this year's "original" Spring Home Show will feature about 100 exhibitors.

The show will be divided into four sections: exterior displays (several exhibitors); a craft and gift section (about 15 exhibitors); food vendors (several exhibitors); and the main floor area and corridor displays (about 75 exhibitors).

Areas of interest that are expected to get big play at this year's show are the environment and energy efficiency.

The show will run from 6-9 p.m. March 28, and from 10 a.m.-5 p.m. on March 29 and March 30.

Admission will be \$5 for adults and \$4 for seniors. Children under age 12 will get in free.

About 7,000 people attend the