

Build a voice profile the model can apply.

18 practical worksheets for samples, rules, examples, truth boundaries, context modes, calibration, and maintenance.



How to use this workbook

A minimum viable profile takes 60 to 90 minutes. A dependable profile grows through testing and corrections.

The working rule

Describe behavior you can point to. Keep facts, experience, and task instructions separate from voice.

THE SIX OBJECTS

- | | |
|----|--|
| 01 | Source library
Labeled writing evidence |
| 02 | Canonical profile
Durable base rules |
| 03 | Mode overlays
Pace, proof, and structure by context |
| 04 | Runtime prompt
The current task and evidence |
| 05 | Correction log
Candidate and promoted rules |
| 06 | Calibration suite
The same tests before and after |

YOUR TARGET

What should a closer first draft help you do?

1. Voice sample inventory

Choose writing you genuinely wrote and would still claim today. Five samples start the profile. Ten to 20 make it dependable.

Sample 1: title, context, date

Sample 2: title, context, date

Sample 3: title, context, date

Sample 4: title, context, date

Sample 5: title, context, date

Sample 6: title, context, date

CORPUS BALANCE

- ☐ Main writing mode has 3 to 5 samples
- ☐ At least 2 teaching samples
- ☐ At least 2 opinion or recommendation samples
- ☐ Short and long formats represented
- ☐ Private data removed

2. Sample authenticity scorecard

Score the source before extracting rules. An excellent article can still be poor evidence of your voice.

Use first: 8 to 10 points Use with a note: 6 to 7 Leave out: 0 to 5

Authorship	☐ 0	☐ 1	☐ 2
Current fit	☐ 0	☐ 1	☐ 2
Context fit	☐ 0	☐ 1	☐ 2
Editorial interference	☐ 0	☐ 1	☐ 2
Explainability	☐ 0	☐ 1	☐ 2

What this sample proves

What the model must not generalize

3. Tone spectrum

Numbers make tradeoffs visible. The note beside each number makes the score useful.

Directness



Warmth



Formality



Energy



Humor



Technical depth



Sales pressure



Where should the voice change by context?

4. Emotional palette

Record the emotion, its trigger, and how it appears. Do not turn an absent emotion into a permanent ban without evidence.

Emotions that fit

Emotion + trigger + observable language

Emotions that feel wrong

Emotion + context + reason

Warmth is behavior

Instead of writing 'be warm,' record the move: name the confusion, reduce shame, and show the next manageable step.

Three short lines that show the right emotional range

5. Sentence and paragraph analysis

Use measurements as baselines. Natural rhythm depends on variation, so do not convert a median into a quota.

Corpus word count

Average sentence length

Average paragraph length

Contractions per 1,000 words

What short sentences do

What longer sentences do

Questions, fragments, parentheses, ellipses, colons

Write the rhythm rule with an overcorrection warning

6. Vocabulary and verbal habits

Prefer observable choices. A banned-word list without context can make the output stiff.

Prefer

One word or behavior per line

Avoid

Phrase + why it fails

How technical terms are explained

Visible habits that could become a parody

7. Anti-voice inventory

A useful negative rule includes the failure, why it feels wrong, the correction, and a counterexample.

Failure	Why wrong	Scoped rule	Counterexample

☐ At least one anti-voice rule protects truth or authorship

☐ Every broad rule has a counterexample or limit

8. Opinion and recommendation style

Teach the model when to choose, when to hedge, what proof is enough, and how to name a limitation.

Make a firm recommendation when...

Hedge or defer when...

A strong opinion must include...

Name a limitation by...

Never recommend based only on...

9. Your teaching fingerprint

Teaching is sequence, examples, objections, and pace. It is not merely a warm tone.

- ☐ Start from the reader's likely wrong assumption
- ☐ Name the term, then translate it
- ☐ Show the failure before the fix
- ☐ Work one example fully
- ☐ Say where the analogy breaks
- ☐ Pre-empt the smart objection
- ☐ Check understanding without talking down

Write one teaching move in your own words

Where should the explanation slow down?

10. Good, bad, and corrected

Paired examples show what a prose rule means. Keep each pair focused on one material difference.

Bad output

Your corrected version

Why the correction works

Scoped rule and counterexample

11. Context-mode matrix

One recognizable voice can use several gears. Change only what the format genuinely changes.

Mode	Purpose	Pace	Proof / rules	Common failure

Which traits must survive every mode?

12. Truth, privacy, and authorship

Sounding like you is never permission to invent your life. Make the evidence boundary impossible to miss.



Do not invent first-person experience, tests, clients, quotes, feelings, preferences, or results.



Do not turn third-person evidence into an 'I found' claim.



Distinguish fact, inference, opinion, and unknown.



Use [EVIDENCE NEEDED] when personal proof is missing.



Remove private material the current task does not need.

Add a boundary specific to your work

13. Build the canonical file

Write one master profile. Let modes and platforms point to it instead of keeping drifting copies.

- | | |
|---|---|
| ☐ Identity and audience | ☐ Examples |
| ☐ Core traits as behavior | ☐ Modes |
| ☐ Tone and emotional palette | ☐ Truth boundaries |
| ☐ Mechanics | ☐ Runtime instructions |
| ☐ Judgment and teaching | ☐ Calibration |
| ☐ Anti-voice | ☐ Maintenance |

Voice in one sentence

Minimum runtime instruction

Version 0.1 is enough

A small profile with real evidence beats a polished document full of unsupported rules. Test it, then earn the next version.

14. Calibration scorecard

Use the same prompt before and after a rule change. Truth and authorship must remain 5 out of 5.

Voice match ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Truth and authorship ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Rhythm ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Specificity ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Context fit ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

AI-tell count ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

What failed?

Smallest rule change

Retest result

15. Correction log

Promote a correction when it repeats, protects a boundary, or reveals a principle. Keep cosmetic edits as candidates.

Original output

Writer's correction

Observable reason

Scoped rule

Counterexample

☐ Candidate

☐ Promoted

☐ Retired

16. Your 30-day review

Keep the system small enough to understand. Remove stale examples and duplicate rules before adding more.

- ☐ Review candidate corrections
- ☐ Promote only rules with evidence and a counterexample
- ☐ Move mode-specific rules out of the base profile
- ☐ Check truth and privacy boundaries
- ☐ Replace stale or weak examples
- ☐ Run at least two calibration tests
- ☐ Verify platform copies match the canonical version
- ☐ Remove one duplicated or unnecessary rule

What improved?

One rule or example to improve next

Your next move

Choose five samples, build version 0.1, and run one fixed calibration prompt. Do not wait for the profile to feel complete.