



Worksheet: Craft Your Tone & Voice

PART 1: Discover Your Natural Voice

Write a short paragraph (4–6 sentences) describing a personal memory or favorite place in your own words. Don't overthink it—just write naturally.

Now paste that paragraph into ChatGPT with this prompt:

“Analyze this writing. What can you tell me about the voice, tone, and writing style?”

What did ChatGPT say about your voice? Summarize it here:

What elements of that style do you want to keep or amplify in your book?

PART 2: Define Your Target Voice and Tone

My voice should sound like:

☐ Friendly & encouraging ☐ Bold & confident ☐ Humble & wise ☐ Raw & emotional ☐ Playful & witty ☐ Other: _____

My tone should feel:

☐ Inspirational ☐ Vulnerable ☐ Direct and no-nonsense ☐ Warm and conversational ☐ Professional and authoritative ☐ Other: _____

Which author(s) or public voices do you admire? Why?

Complete this sentence:

If my book had a personality, it would be like a cross between _____ and _____.



PART 3: Rewrite in Style

Use one paragraph of your current draft (or a placeholder) and ask ChatGPT to rewrite it in 2–3 different tones.

Your Original Paragraph:

ChatGPT Rewrite #1 (author/voice style):

ChatGPT Rewrite #2 (alternate tone):

Which version felt most “you”? Why?

PART 4: Build Your Voice & Tone Guide

Use this space to define a reference guide you’ll use for the rest of your writing process.

Voice Summary:

“My writing voice is...”

Tone Guidelines:

- I will avoid sounding:

- I will always aim to sound:

Go-To Phrases / Writing Quirks I Like:



Sentence Style (long, short, poetic, casual?):

PART 5: Final Reflection

Do you feel confident identifying your voice and tone now?

☐ Yes ☐ Getting there ☐ Still unclear

What's one small adjustment you'll make to your writing voice moving forward?

How can you use ChatGPT to support your voice without losing authenticity?

☐ Initial here when complete: _____