

Build My Style Guide Skill

Purpose

Produce a reusable style guide that teaches Claude how you write, so the Write Like Me skill (and any drafting task) can match your voice on the first try. The output is a single file saved to your Claude Workspace: `context/style-guide.md`.

This skill is the approved way to create or update your style guide. Claude will always show you the proposed content and get your go-ahead before saving anything.

Two Ways to Build It

Choose the method that fits what you have:

- 1. From writing samples** (*recommended*) — paste or point Claude at 2 to 5 pieces you've written: emails, announcements, newsletters, social posts, or anything that sounds like you. The more representative the samples, the stronger the guide.
- 2. By interview** — if you don't have samples ready, Claude will ask you 6 to 10 questions, one at a time. Takes about 5 minutes.

Interview Questions

If you choose the interview path, Claude will ask questions like these:

1. Who do you write for most often — congregation, volunteers, staff, or leadership?
2. How would a colleague describe your writing voice in three words?
3. Formal or casual? Where on that line do you sit?
4. Do you prefer short, direct sentences or longer, more flowing ones?
5. Any words or phrases you use a lot? Any you never want to see?
6. How do you usually open a message? How do you sign off?
7. Bullet points or full paragraphs by default?
8. Emoji: never, sparingly, or freely?
9. Any hard rules — for example, never use em dashes, always use the Oxford comma?
10. Share one piece you're proud of and one you'd never send again, if you have them.

What the Style Guide Covers

Once complete, your style guide will document:

- Voice in one line — a single sentence that captures your overall tone
- Tone — how it shifts depending on who you're writing to
- Sentence and structure — length, rhythm, bullets vs. prose, active voice
- Vocabulary — words and phrases you reach for, and words to avoid

- Openers and closers — how you start and sign off
- Formatting and mechanics — headings, emoji, punctuation, capitalization
- Hard rules — non-negotiables that apply to everything
- Examples — short quotes from your actual writing that anchor each pattern

After Your Style Guide Is Built

Once your style guide is saved, say "write like me" or run the Write Like Me skill for any communication you want drafted in your voice. Claude will read your guide before writing anything.

You can update the guide any time; just run this skill again and tell Claude what changed.