

The Communication Signature Diagnostic

Surface the default pattern you never chose, then redesign one component of it on purpose.

LAYER	PATTERN FAMILY	HEARD BELIEF	SUB-TOOL
Self	Cut	A · Authenticity Scales	Six-Step Signature Diagnostic

PRACTITIONER _____ DATE BEGUN _____

THE PRINCIPLE

A communication signature is not a personality trait. It is an installed behavioural pattern.

Your listener receives all six components at once and cannot separate them. You can. In the Self layer, Cut means separating the voice you borrowed from the voice that is yours.

The six components

What you code for

01 Vocal profile	Pitch, pace, projection, pause	04 Response defaults	Under questions, pushback or silence
02 Language patterns	Sentence length, pet phrases, jargon	05 Format preferences	Call, doc, chat or meeting first
03 Structural habits	How you open, sequence and close	06 Ritual behaviours	Routines before and after each exchange

ASK OF EVERY DEFAULT *Does this pattern serve the outcomes I care about, or work against them?*

1 The Signature Snapshot

90 seconds · continues the video

Open the last message you sent. Answer from what is on the screen, not from memory.

a Sentences before the ask

Zero is the target.

b Your default opening phrase

c Say one sentence of it aloud. Your pace:

Fast Even Slow

d One default you suspect is borrowed, and from whom

2 The six-step diagnostic

One week · repeat quarterly

☐ 01 Record three contexts

A one-to-one, a meeting with seniors, a formal update.

☐ 02 Save three written samples

A long message, a short request, a document. Untidied.

☐ 03 Transcribe the audio

What you cannot hear while speaking shows on a page.

☐ 04 Code the six components

Fifteen minutes, grid overleaf. Look for repetition.

☐ 05 Ask two colleagues

Send the two questions overleaf, word for word.

☐ 06 Name your three defaults

Your evidence plus theirs. One sentence each.

Step 4 The coding grid

15 minutes

COMPONENT	WHAT REPEATS · QUOTE ONE EXAMPLE	NATIVE · BORROWED	SERVES · COSTS
01 Vocal profile		N B	S C
02 Language patterns		N B	S C
03 Structural habits		N B	S C
04 Response defaults		N B	S C
05 Format preferences		N B	S C
06 Ritual behaviours		N B	S C

Step 5 Ask two colleagues

Send exactly this

MESSAGE Two questions, if you have a moment. Could you describe my communication style in three adjectives? And could you name one habit you notice in how I communicate that I might not see myself?

WHO	THREE ADJECTIVES	THE HABIT I DO NOT SEE
A		
B		

Self-observation flatters and colleagues stay polite. Trust what shows up in both.

Step 6 Your three defaults

One sentence each

THE DEFAULT	WHAT IT IS BUYING YOU
1	
2	
3	

Circle one. Change only that one, for two weeks. Never more.

The 24-hour challenge

90 seconds

Open your sent folder. Read only the first three lines of your last five messages. Write three adjectives a stranger would use about how you think, work and lead.

1	2	3
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The daily rep

15 seconds · 21 days

The one-line opener. Before you send, read the first line. Can a busy person tell what the message is for? If not, rewrite it once.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Signs it works: faster replies, fewer questions back.

Your signature is being read every working day. The only question is whether it is one you signed on purpose.

Faster route into step six
corporateascent.com/signal/profile