

## EXPLANATION

The first step is to identify the main idea of the passage. The author discusses the importance of maintaining accurate records in a business setting. This is followed by a detailed explanation of how such records are maintained and why they are crucial for the success of a company. The author provides several examples and scenarios to illustrate the points made.

Question	Answer	Explanation
1. The main purpose of the passage is to...	inform the reader about the importance of record-keeping.	The author's primary goal is to educate the reader on why accurate records are essential for business operations.
2. According to the author, what is the most common mistake made in record-keeping?	Failure to update records regularly.	The text highlights that many businesses neglect to keep their records current, leading to inaccuracies.
3. Which of the following is NOT mentioned as a benefit of accurate records?	Increased employee productivity.	While accurate records can lead to better decision-making, the author does not explicitly link them to increased productivity.
4. The author suggests that businesses should...	invest in reliable record-keeping systems.	The author recommends that companies should use modern, dependable methods to store and manage their data.

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## LINGSTON

