

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 an organization. The text emphasizes the role of these records in decision-making and financial management.

Question	Answer	Explanation
1. The main purpose of the passage is to...	discuss the importance of maintaining accurate records.	The author's primary goal is to highlight the significance of record-keeping in a business context.
2. According to the passage, accurate records are essential for...	decision-making and financial management.	The text states that these records provide the necessary data for informed decisions and sound financial practices.
3. The author suggests that businesses should...	invest in reliable record-keeping systems.	The author advocates for the use of robust systems to ensure the accuracy and longevity of business records.

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