

EXPLANATION

1. The first step is to identify the main idea of the passage. The passage discusses the importance of maintaining accurate records in a business setting.

2. Next, we analyze the details provided. The author emphasizes that accurate records are essential for making informed decisions and ensuring the long-term success of the organization.

Question	Answer	Explanation
1. The main purpose of the passage is to...	inform the reader about the importance of accurate records.	The passage discusses the importance of maintaining accurate records in a business setting.
2. According to the author, accurate records are essential for...	making informed decisions and ensuring the long-term success of the organization.	The author emphasizes that accurate records are essential for making informed decisions and ensuring the long-term success of the organization.
3. The author suggests that maintaining accurate records can help...	identify trends and opportunities for growth.	The author suggests that maintaining accurate records can help identify trends and opportunities for growth.
4. The author concludes that...	accurate records are a critical component of any successful business.	The author concludes that accurate records are a critical component of any successful business.

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LISTENING



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