

EXPLANATION

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. It highlights how these records are essential for tracking performance, identifying trends, and making informed decisions. The text emphasizes that without proper record-keeping, a business risks losing valuable data and the ability to analyze its operations effectively.

Question	Answer	Explanation
1. The main purpose of the passage is to...	inform the reader about the importance of record-keeping.	The passage focuses on explaining why accurate records are crucial for business success.
2. Which of the following is NOT mentioned as a benefit of record-keeping?	It helps in predicting future market trends.	The text mentions tracking performance, identifying trends, and making decisions, but not predicting market trends.
3. The author suggests that businesses should...	invest in reliable record-keeping systems.	The author implies that using reliable systems is necessary to ensure the accuracy and longevity of records.

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QUESTION

