

## 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	The author notes that many businesses neglect to keep their records current, leading to outdated and inaccurate information.
3. How does the author suggest that records should be maintained?	By using a systematic and organized approach.	The author emphasizes the need for a structured method to collect, store, and retrieve data efficiently.
4. Which of the following is NOT mentioned as a benefit of accurate records?	Increased employee productivity.	While accurate records can indirectly lead to better productivity, the author specifically lists improved decision-making and legal protection as direct benefits.

The correct answer is (C). The author clearly states that maintaining accurate records is a fundamental aspect of good business management.

## LINGSTON



The diagram illustrates the organizational structure of LINGSTON. It shows a clear hierarchy starting from the top level (LINGSTON) down to the operational level (Sales Representatives and Sales Assistants).