

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...	provide information about record-keeping.	The author's primary goal is to inform the reader about the significance and methods of maintaining accurate business records.
2. According to the author, accurate records are essential for...	the success of a business.	The author argues that without precise records, a business cannot effectively manage its operations, track its performance, or make informed decisions.
3. The author suggests that records should be kept...	in a secure and organized manner.	To ensure the reliability and accessibility of the information, records must be stored safely and systematically.
4. The author provides several examples of records that should be maintained, including...	financial statements, inventory lists, and customer data.	These examples demonstrate the variety of information that is critical for a business's long-term health and growth.

The author concludes by emphasizing that diligent record-keeping is not just a bureaucratic task but a fundamental practice for any business aiming for sustainability and success.

LINGSTON

