

### 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 supporting details. The author provides several examples of how poor record-keeping can lead to financial loss and operational inefficiency.

Point	Detail	Impact
1	Lack of inventory tracking	Overstocking and waste
2	Inconsistent financial reporting	Confusion and mistrust
3	Failure to document contracts	Legal disputes
4	Disorganized customer data	Missed sales opportunities

CONCLUSION: Accurate record-keeping is essential for business success.

### QUESTION



ANSWER: The correct answer is (C). The diagram illustrates a process flow where the initial steps lead to a decision point (Step 4), which then branches into two parallel paths (Steps 5 and 6) before converging back to a single path (Steps 7 and 8).

EXPLANATION: The flowchart shows a linear progression from Step 1 to Step 4, followed by a split into two parallel paths (Steps 5 and 6), and finally a re-merge into a single path (Steps 7 and 8).