

## 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	The passage is primarily informational, providing details about record-keeping practices.
2. According to the author, accurate records are essential for...	business success	The author emphasizes that accurate records are a key factor in the overall success of a business.
3. The author suggests that records should be maintained in a way that is...	easy to access	The author advocates for a system where records are readily accessible for review and analysis.
4. Which of the following is NOT mentioned as a benefit of accurate records?	Increased sales	While accurate records can lead to better business decisions, the text does not explicitly mention increased sales as a direct benefit.

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## LISTENING

The diagram illustrates a sequence of events or steps. On the left, there is a vertical list of options: A, B, C, and D. On the right, a flowchart shows a path starting from a point, moving down to a junction, then right to another junction, then up to a third junction, and finally right to a fourth junction. Arrows indicate the direction of the flow. The flowchart appears to be a simplified representation of a process or a set of choices.