

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 legal issues.

Category	Item	Value
Revenue	1000	1000
Expenses	200	200
Profit	800	800

3. Finally, we conclude that accurate record-keeping is essential for the success of any business.

QUESTION



4. The correct answer is (C). This option accurately reflects the information presented in the passage regarding the consequences of poor record-keeping.

5. The correct answer is (D). This option correctly identifies the main idea of the passage.