

## 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 main idea of the passage.