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Study the following text carefully and answer the questions that follow.

The first part of the text discusses the importance of maintaining accurate records in a business. It highlights how proper record-keeping can help in identifying trends, making informed decisions, and ensuring compliance with legal requirements. The text also mentions that good records can be useful for tax purposes and for resolving disputes.

The second part of the text focuses on the challenges of record-keeping in a digital age. It notes that while digital records are convenient, they also pose risks such as data loss, security breaches, and the need for regular backups. The text suggests that businesses should invest in reliable hardware and software to mitigate these risks.

The final part of the text provides practical advice on how to organize and maintain records. It recommends using a consistent naming convention, backing up data regularly, and ensuring that records are accessible to authorized personnel. The text concludes by emphasizing that effective record-keeping is a key component of a successful business strategy.