

# The Parliament Today

21 Jun 17

## Commencement of Public Business

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## QUESTIONNAIRE ON THE READING

- 1. What is the main idea of the text?  
The text discusses the importance of maintaining accurate records in a business organization. It highlights how proper record-keeping can help in decision-making, legal protection, and financial management.
- 2. What are the benefits of maintaining accurate records?  
The benefits include: (1) providing a clear history of transactions, (2) facilitating the identification of trends and patterns, (3) ensuring compliance with legal requirements, and (4) supporting the preparation of financial statements.
- 3. How can a business organization ensure the accuracy of its records?  
A business organization can ensure accuracy by: (1) implementing strict procedures for data entry, (2) using reliable software systems, (3) conducting regular audits, and (4) training staff on proper record-keeping practices.
- 4. What are the consequences of poor record-keeping?  
The consequences of poor record-keeping include: (1) increased risk of errors and fraud, (2) difficulty in tracking expenses and revenues, (3) potential legal penalties, and (4) impaired ability to make informed business decisions.
- 5. How can a business organization improve its record-keeping practices?  
A business organization can improve its practices by: (1) investing in modern record-keeping technology, (2) establishing clear policies and procedures, (3) assigning responsibility for record-keeping to specific staff members, and (4) conducting regular training and updates.
- 6. What are the challenges of maintaining accurate records?  
The challenges include: (1) the volume and complexity of data, (2) the risk of data loss or corruption, (3) the need for consistent and timely data entry, and (4) the cost of maintaining a robust record-keeping system.
- 7. How can a business organization overcome the challenges of maintaining accurate records?  
A business organization can overcome challenges by: (1) implementing data backup and recovery procedures, (2) using secure and reliable storage solutions, (3) automating data entry where possible, and (4) regularly reviewing and updating record-keeping processes.

## Questions for Oral Answers

1. What are the main reasons for maintaining accurate records in a business organization?  
The main reasons are: (1) to provide a clear and reliable history of business transactions, (2) to facilitate the identification of trends and patterns, (3) to ensure compliance with legal requirements, and (4) to support the preparation of financial statements.
2. How can a business organization ensure the accuracy of its records?  
A business organization can ensure accuracy by: (1) implementing strict procedures for data entry, (2) using reliable software systems, (3) conducting regular audits, and (4) training staff on proper record-keeping practices.
3. What are the consequences of poor record-keeping?  
The consequences of poor record-keeping include: (1) increased risk of errors and fraud, (2) difficulty in tracking expenses and revenues, (3) potential legal penalties, and (4) impaired ability to make informed business decisions.



