

3 Choose the correct words in *italics*.

- 1 As a rule, I *catch* / *'m catching* the 8 a.m. train.
- 2 Right now I *design* / *'m designing* a new company website.
- 3 I *stay* / *'m staying* with Clare for the time being.
- 4 On the whole I *complete* / *'m completing* most tasks quite quickly.
- 5 I generally *check* / *am checking* my emails twice a day.